DOCUMENT RESUME

ED 113 531 CE 005 063

TITLE BRAC/Job Corps Clerical Training Program.
INSTITUTION Brotherhood of Railway, Airline and Steamship Clerks, Freight Handlers, Express and Station Employees.
NOTE 137p.; Photographs will not reproduce

EDRS PRICE MF-$0.76 HC-$6.97 Plus Postage
DESCRIPTORS *Clerical Occupations; Collective Bargaining; Educational Programs; Glossaries; History; Industrial Relations; Instructional Materials; *Labor Education; *Labor Unions; Occupational Information; Office Machines; Office Occupations; *Rail Transportation; Records (Forms); *Textbooks; Unit Plan; Vocational Education
IDENTIFIERS BRAC; *BRAC Railroad Clerical Program; Brotherhood of Railway and Airline Clerks

ABSTRACT

The Brotherhood of Railway and Airline Clerks (BRAC) Railroad Clerical Program contains two main parts. The first part deals with the railroad industry and provides: an outline of basic railroad history, a glossary of railroad terms, a description of the kinds of work done in railroad offices, sample forms used in the railroad industry, descriptions of railroad office equipment, and descriptions of the various kinds of railroad rolling stock. The second part deals with trade unions and covers the following topics: labor and the economy, history of trade unions, collective bargaining and trade unions, railroad labor, and a glossary of terms. The program deals with each topic in a separate unit, each of which contains a brief classroom quiz at its end. (JR)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED113531

BRAC/JOB CORPS CLERICAL TRAINING PROGRAM

"Our Cause is People"

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CONSTITUTION
of the
GRAND LODGE

Brotherhood of Railway, Airline and Steamship
Clerks, Freight Handlers, Express
and Station Employees

ARTICLE 1
NAME

Section 1. This International Organization shall be known by the name of the Brotherhood of Railway, Airline and Steamship Clerks, Freight Handlers, Express and Station Employees.

CE 005 063

2/3

PREFACE

Welcome to the BRAC
Railroad Clerical Program

When you opened this workbook, you took your first step toward becoming both a railroad worker and a member of the Brotherhood of Railway and Airline Clerks (BRAC). Learning to perform as a member of both these groups can bring you satisfaction, dignity, and security.

The BRAC Railroad Clerical Program is broken down into three parts. In the first part you and your teachers will perfect those clerical skills which the railroads require for employment in their offices. This will include Business English and Mathematics, Business Machines, Office Practice, Telephone Techniques, Typing, Shorthand, and Key punch. Your teachers know the entry level requirements of the railroads. They will work with you to help you achieve the necessary skills for employment.

The second part of this course will familiarize you with basic railroad history, terminology, and forms so that you will have a general knowledge of the kind of information you will be expected to work with as a railway clerk. This will give you an advantage over people who come in off the street to apply for a job and know nothing about railroad work. To help you understand the railroads, BRAC will have people who actually work on the railroad come and talk with you about their jobs. You will also be taken on field trips to the railroad offices where you will be working.

Fianlly, the BRAC Program will introduce you to what unionism means and what you, as a BRAC member, can expect from "your" union. Remember, you will be required to join BRAC within 60 days after you begin work, so knowing about your union contract is *very important*. A union can be no more effective than the total participation of its membership.

If there is something you don't like about what BRAC is doing for you, *you* can change it, but only if you actively take part in your local lodge meetings. If your leaders do not know what you want they can't fight for you. The BRAC part of this course is to teach you *how* you can participate in your union and make it truly representative of your wishes.

Learn, Enjoy, Succeed! And, Good Luck!

OUTLINE

Section 1

The Railroad Industry

Part 1 A Look at the Railroads
Part 2 Railroads - The Social Environment
Part 3 Glossary of Terms
Part 4 Railroad Offices
Part 5 Forms
Part 6 Modern Office Equipment
Part 7 Types of Railroad Equipment

Section 2

Trade Unions

Part 1 Labor and the Economy
Part 2 History of Unions
Part 3 Collective Bargaining - Trade Unions
Part 4 Railroad Labor
Part 5 Glossary

SECTION I

THE RAILROAD INDUSTRY

The Environment in Which You Will Be Working

PART I

A LOOK AT THE RAILROADS

Part I

A Look at the Railroads

The American economy is made up of many parts that must be brought together. Natural resources, such as coal and iron ore, must reach the factories that use these resources in making products such as automobiles, refrigerators, and TV sets. The railroads perform the vital job of carrying the resources to the factory, and then carrying the finished products from the factory to the cities where they will be sold.

The first railroads were built in this country in the 1830s. They were powered by steam locomotives and provided the first real competition to the existing transportation network. Until then commercial transport of goods was carried on over a system of roads and canals.

At that time, most of the country's commerce was carried on between the farms and large cities of the East Coast. The Erie Canal, for example, opened the Great Lakes to the commerce of New York City. In addition, there was also a system of roads for horse-drawn wagons.

But these means of transport were limited. Canals were expensive to dig and were limited in amount of territory they covered. Horse-drawn wagons could only carry so much, and were slow.

As the country began to expand westward, the need for cheap transportation developed. This took place just before railroads were being developed in the East.

In the early years independent railroads were constructed. Unlike the roads we know today, the early railroads were more like local car lines. They might run only 50 or 100 miles, from one city to another. Also, nearly every railroad had its own gauge (the distance between parallel tracks).

These early roads, therefore, did not serve the needs of the country. A trip of any distance at all required frequent changes, considerable time, and much inconvenience. Ten different railroads covered the 500 miles between New York and Buffalo, for example.

It wasn't until the 1850s that many of the small Eastern roads were consolidated or brought together. It was the era of railroad empire building. Some roads were legitimately financed and built. Others existed only on paper and on the worthless stocks that were sold for them. Nearly all the roads were fought over, some financially, others physically. During the last half of the 19th century, railroad stock was one of the most popular to buy.

In the period before the Civil War, the railroads began a period of western expansion. Discovery of gold in California in 1849 began the westward rush. The rest of the Pacific Coast was developed as railroads pushed in that direction and eliminated a long sea journey around the foot of South America. In May 1869, the first transcontinental railroad was completed as tracks from the East and West met at Promontory Point, Utah.

From then on, railroad development took place throughout the country. It came to be the most important form of transportation in the United States. By World War I, about three-fourths of all people travelling between cities did so by rail. Nearly two-thirds of freight carried between cities went by rail. The railroads employed hundreds of thousands of people. By 1916, there were 254,000 miles of track in the United States.

FEDERAL LEGISLATION

As the importance of railroads to the country increased, so did recognition of possible abuse by railroad companies. Compilations of early railroad stocks provided the basis for justified fears of financial scandal. As the country grew more dependent upon railroads, it became clear that the public interest would not be served if the railroads were not controlled.

By the 1870s groups of farmers known as Grangers had become so angered at the rate setting abuses of the railroads that they formed railroad regulatory lobbies of their own. These activities, combined with significant court cases, helped promote Federal legislation designed to regulate railroad activities.

The Interstate Commerce Act became law in 1887. It established the Interstate Commerce Commission, the first transportation regulatory agency in the country - one

10

that is still in existence. Its five members heard complaints from shippers, examined witnesses, and looked into the records and books of railroad companies.

Since then, amendments to the original law have changed the look of the commission. There are now nine members who have jurisdiction over common rail, barge, and motor carriers. They have the authority to set routes and rates, to approve mergers, and conduct investigations. The commission also deals with operating rights and facilities, finances, and enforcement.

PART 2

RAILROADS

THE SOCIAL ENVIRONMENT

Part 2

Railroads
The Social Environment

A person's job is more than just the work he does and gets paid for. It is the place in which he works and the people with whom the work is done. The worker's social surroundings have a great influence upon his attitudes toward his job and how hard he works. More than that, these same social surroundings will often influence social patterns within the community and even across the entire country.

In the past, some industries in this country were known for employing large numbers of particular ethnic or racial groups. Steelworkers were frequently of Italian or Polish origin. Clothing workers were often Jewish, and auto workers usually were whites and blacks from the South.

In the early days, railroads were famous for employing large numbers of minority groups. Irish and Chinese, for example, were employed extensively in laying the track that opened the westward expansion of the railroads. All of these different kinds of backgrounds and employment patterns contributed to the policies of their time.

Collective bargaining patterns were established to satisfy the economic needs of the workers. But at the same time the social needs of the workers were also served. This usually took place within the industry in which the workers were organized.

Over a period of time, many of the early antagonisms between various ethnic and racial groups were dissolved. This was brought about, first, through the economic advances within the groups themselves. As incomes and styles of living rose, the ethnic groups that had earlier tended to resent "newcomers" began to direct their efforts in other directions.

This transition took place in a number of different ways. One way was through the efforts of many labor unions in changing the environment or surroundings in which their members worked. Simply by improving working conditions, conflict between groups was diminished. But probably the most important factor was the closeness among groups brought about through working toward their common objectives. Conflicts were forgotten or done away with when everyone was engaged in forming a union or bargaining with the employer.

The transition took place in a number of different ways. One way was through the efforts of many labor unions in changing the environment or surroundings in which their members worked. Simply by improving working conditions, conflict between groups was diminished. But probably the most important factor was the closeness among groups brought about through working toward their common objectives. Conflicts were forgotten or done away with when everyone was engaged in forming a union or bargaining with the employer.

This transition could be seen in another form reflecting the changing make-up of the population, and the laws passed reflecting these changes. Minority groups, previously without much recognition, began to be heard. For example, in the case of retired people, the collective bargaining agreement became a device to construct pension plans that would provide decent living standards for older people.

As a result, the work environment began to reflect more compatibility between groups regardless of national social trends. People may still live in racial or ethnic areas, but working environments are quite well integrated. Blacks and white ethnic groups work in the same railroad offices doing similar kinds of work and performing that work with one another.

Historically employment in the railroad industry existed on a quite formal segregated basis. Through the 1940s there were separate local lodges, whites in one, blacks in the other. This was a carryover from the past and reflected the national pattern of segregation.

Beginning in the 1950s, the local lodges in BRAC began to be integrated. This took place with the formation of a single local lodge with both black and white members. These single lodges took the place of individual black and white locals. They were established and operated on the principle prevailing in all locals, that of democratic procedures with opportunities of expression open to all.

Today, most large railroad offices are integrated. However, in the small towns and cities, the pattern of segregation still exists. At its February 1971 meeting, BRAC's Executive Council ordered the complete elimination of all of these patterns and practices.

Railroad offices today reflect many of the sociological and economic changes which have improved the basic position of the working man and woman. Working conditions, basically, are equal to those in offices within any other industry. Fringe benefits such as vacations and holidays are not only good but are being constantly improved.

There is significant promise for an improved work environment in railroad offices. One area is that of seniority rosters. These are lists which keep track of the starting or entry date of each employee. It is on the basis of these lists that employees can bid for higher level jobs. The people with the greatest amount of seniority, or those who were hired first, have first crack at bidding for those jobs, if they have the required skills.

In the past, some seniority rosters were segregated between black locals and white locals. Although this was done largely by mutual consent, it represented an unequal situation. At its 1971 convention, the Brotherhood of Railway and Airline Clerks voted to merge, or integrate, the few remaining seniority segregated rosters. As this is accomplished, a more equitable work environment will come about.

The training you are now engaged in will help you adjust to your work environment in a railroad office. It is sponsored by BRAC. It is the first such program designed to train people for clerical jobs in railroad offices. In perspective, the program will provide an advantage to the trainees over a person with no similar background or training who applies for this kind of job. It will greatly ease the entry period for new employees and ultimately result in better employees and union members.

Classroom Quiz

1. How many of the following are reasons for the better relations between ethnic groups in the United States?
   (a) economic advances, "better pay."
   (b) improved working conditions.
   (c) working toward a common objective, such as formation of a union.
2. A seniority list is a list which keeps track of how long an employee has worked in a certain job.

   ☐ True ☐ False
3. The purpose of a seniority list is to give employees with the longest service first chance at bidding for better jobs.

   ☐ True ☐ False
4. Discuss why a railroad office, like any other office, reflects the social patterns of the community.
5. Have railroad offices followed the general pattern of integration that is found in the U.S. today?

   ☐ Yes ☐ No

PART 3

GLOSSARY OF TERMS

Part 3

Glossary of Terms Used on Railroads

A

Abstract of Waybills	A report of freight received and dispatched from a station.
AB Valve	The operating device used on freight cars for charging, applying and releasing the air brakes.
Accident, Reportable	One arising from the operation of a railway, resulting in damage to railroad property of $750 or more; or in the death of a person; or in the disability of an employee for more than 24 hours during the 10 days following the accident; or in disability of others for more than one day.
Affidavit	A written statement which is sworn to and signed before a Notary Public.
Air Brake	Device that slows or stops the motion of a car or locomotive. Operated by compressed air and controlled manually, pneumatically, or electrically, by means of which the motion of a car or locomotive is slowed or stopped.
Air Compressor	A mechanical device used to compress air for operating the air brake, air signal, and other air-operated appliances on locomotives or cars.
Air Gauges	Duplex and single pointer gauges used on locomotives, cab cars, and cabooses to indicate the amount of air pressure being maintained.
All-Rail	Shipment hauled all the way from origin to destination by railroad transportation. When car-ferry service is included in a route, the service is still considered as being all-rail.
Allowance	A fixed sum granted as a reimbursement, deduction or repayment.
Arrival Notice	A notice, furnished to the consignee, of the arrival of freight.

Articulated Car	A car consisting of two or more full-size units free to swivel, the portions being carried on one common center truck.
At Top of Rail	Used to measure height of cars.
Automatic Air Brake	Equipment on locomotives or cars which, upon a reduction of brake pipe pressure, will automatically apply the brakes. An increase of brake pipe pressure will cause a release.
Automatic Brake Valve	A hand-operated valve in the cab of an engine or cab car used to control the flow of air into and out of the brake pipe.
Automatic Block Signal System	A series of consecutive blocks of main track governed by block signals, cab signals, or both.
Automatic Drain Valve	A valve which automatically drains condensation from reservoirs.
Automatic Slack Adjusters	A device that functions to take up the slack resulting from wear of the brake shoes and other parts, and maintain travel of the brake cylinder piston at a constant predetermined amount.
Automatic Train Control	A system to enforce observance of cab and wayside signal indications, by the automatic application of brakes when the speed of the train exceeds a prescribed rate, and continuing until the speed has been reduced to the predetermined and prescribed rate.
Automatic Train Stop (ATS)	A system so arranged that failure to acknowledge a wayside signal indication, other than proceed, will automatically result in the application of brakes until train has been brought to a stop.
Automobile Car	A boxcar for carrying automobiles and having exceptionally large side doors.
Average Agreement	An agreement made between shipper and carrier whereby the shipper is debited for the time cars are held for loading or unloading beyond a certain period, and discredited for the time cars are released by him within a certain period, demurrage charges being assessed by the carrier for any debits in excess of credits.
Average Revenue Per Passenger	Total passenger revenue divided by number of paying passengers.

Average Revenue Per Passenger Mile	Passenger revenue divided by revenue passenger miles (number of passengers multiplied by miles carried).
Average Revenue Per Ton Miles	Freight revenue divided by revenue ton miles (revenue tons multiplied by miles hauled).
Average Weight of Rail	The average weight in pounds per yard of rail (common weights are 100, 112, 115, 131 lbs.).

B

Back Haul	To haul a shipment back over part of a route which it has traveled.
Back Up Valve	A brake valve provided for the purpose of applying the brakes from the leading end of a car when it is necessary to push or back train or cars.
Bad Order Cars	Railroad cars undergoing or awaiting repairs.
Balance Sheet Accounts	Those designated to show the assets, liabilities, and corporate surplus or deficit of a corporation.
Ball of Rail	Top part of rail over which wheels roll.
Ballast	Selected material, as broken stone, gravel, cinders, and burnt clay. placed on the roadbed to provide a surface and hold the track in line.
Base of Rail	Bottom part of rail, to be fastened to ties.
Belt Line	A short railroad operating within and/or around a city and connecting with one or more larger or trunk line railroads.
Bend the Rail	Change the position of a switch.
Big Hole	Emergency position of the air brake valve; the act of abruptly applying the brakes to the fullest reduction position.
Billed Weight	The weight shown on the waybill and freight bill.

Bill of Lading		A shipping document which is both a receipt for property to be transported and a contract for carrying it. It states the terms, conditions, and liabilities under which property is accepted for transportation. The principal Bills of Lading are as follows:
	Straight	A non-negotiable account. Surrender of the original is not ordinarily required upon delivery of property, except when necessary to identify the consignee.
	Order	A negotiable document. Surrender of the original, properly endorsed, is required upon delivery of property.
	Clean	A Bill of Lading without notation of damage or shortage of property.
	Exchange	A Bill of Lading which is given in exchange for another.
	Export	Covering shipments to a foreign country.
	Government	A special shipping document which is used in making shipments for the U.S. Government.
Billet Car		A low side gondola car, built of steel throughout, for transportation of hot steel billets or other heavy material.
Bleeding Cars		Draining car air reservoirs when preparing for switching.
Block		A length of track of defined limits, the use of which by trains and engines is governed by block signals, cab signals, or both.
Block Signal		A fixed signal at the entrance of a block to govern trains and engines entering and using that block.
Board		A fixed signal regulating railroad traffic, and usually referred to as a slow board, order board, clear board (for clear train order signal) or red board (stop).
Bond, Rail		An electrical conductor for bridging the joints between rails, usually by welding copper wires to the rails, to permit electrical current to pass through the rails for signal operations.

Container Car	A flat or low side gondola car equipped with a number of removable containers which may be lifted off the car and transported by truck or ship to any desired destination remote from the rail line.
Continuous Rail	Rails of standard length which are welded together at the ends to form a single rail for a considerable distance, normally up to ¼ mile in length.
Control Operator	An employee assigned to operate a CTC or interlocking control machine.
Controlled Siding	A side track, the entrance to which is governed by signal indications.
Cornered	When a car, not in the clear on a track, is struck by a train, engine, or car on another track.
Corn Field Meet	Where two trains meet, or almost meet, head-on, both trying to use the same track.
Covered Hopper Car	A hopper car with a permanent roof, roof hatches for loading, and bottom openings for unloading.
Cow Catcher	An iron frame on the front of a locomotive or streetcar that clears the track.
Crosstie	A transverse support, commonly of wood, laid in the ballast, on which the rails rest to form the track, thereby holding the rails to gauge and evenly distributing the loads to the ballast.
Crossover, Track	Two turnouts with the track between their frogs arranged to form a continuous passage between two nearby and generally parallel tracks.
Current of Traffic	The movement of trains on a main track, in one direction specified by the rubs.
Cut	A few cars attached to the engine; several cars coupled together anywhere; several cars set out from a train.

Box Car	An enclosed car with doors placed in the sides or sides and ends. Used for general service and especially for lading requiring protection from the weather and pilferage.
Brake Application	A reduction of brake pipe pressure, which applies the brakes.
Brake Pipe	Connects the automatic brake valve on the locomotive with the brake apparatus on all the cars in the train. Distributes compressed air throughout train.
Brake Pipe Vent Valve	A valve used to provide means of insuring the quick action when an emergency application of the brake is started.
Brake Cylinder Release Valve	Part of standard AB brake equipment. Bleeds brake cylinder pressure without the necessity of draining car air reservoirs when preparing cars for switching.
Branch Line	A rail line serving one or more stations beyond the junction with the main line or another branch line. A feeder line which brings freight to main lines.
Brass	The bearing portion of a journal bearing upon which the weight of a car rests.
Bridge Tie	A timber used as a crosstie on bridges, open trestles, and viaducts; not laid in ballast.
Broad Gauge	A railway track gauge more than 4 feet, 8½ inches.
Buffet Car	A coach or chair car where meals are served.
Bulk Freight	Freight that is shipped loose rather than packaged.
Bumper	A post at the end of spur track that halts car movement.

C

CWT	Hundredweight.
Caboose	A freight-train car usually attached to the rear of train, for the use of trainmen in giving and receiving signals, handling car records, and performing other duties. Serves to carry part of the train crew, normally a brakeman or conductor and brakeman. Also serves as the train "office." Sometimes referred to as a "buggy," "cage," "crummy," "dog house," "hack."

Caboose Valve	A valve placed in the caboose for applying brakes from the rear, when necessary, at a service or emergency rate of reduction.
Caller	Employee whose duty it is to call train and engine crews.
Capacity, car	Load limitation in terms of weight or space.
Caretaker	A person accompanying a shipment, such as livestock or fruit, requiring special attention.
Car Day	Twenty-four hours of the time of one freight car on line.
Car Dumper	A deivce for unloading quickly from a freight car such bulk material as coal or grain. After being clamped to the rail, the car is then tilted or rolled over to discharge the lading.
Carload	The quantity of freight required for application of the carload rate; a car loaded to its weight or space capacity.
Carload Minimum Weight	The least amount of weight for which a shipment will be billed at the carload rate.
Carload Rate	A rate applicable in connection with a specified minimum carload weight.
Car-Mile	Movement of a unit of car equipment one mile.
Car Retarder	A braking device, usually power-operated, built into a track to reduce the speed of cars by means of brake-shoes which, when set in braking position, press against the sides of the lower portions of the wheels.
Carrier	Another name for a railroad company.
Car Service Rules	Rules established by agreement between railroads in connection with the interchange of cars, dealing primarily with the selection or cars for loading and the return of foreign cars to the home road, loaded or empty.
Centralized Traffic Control System	A semi-automated means of ensuring rapid and safe movement. of trains.
Class I Railroads	Railroads with annual revenue of $5,000,000 or more for three years consecutively.

Classification Switching	The sorting and assembling of railway cars in station or delivery order, by types of cars or by contents, for the making up or bulking up of trains or yard cuts.
Classification Yard	The place where cars are segregated by the carriers according to their distination deliveries, and made ready for proper train movement or delivery.
Clearance Limits	The amount of clearance space above and beside lines of transportation, such as through tunnels, over bridges, etc.; a tolerance which a loaded article must not exceed for safe transporation.
Common Carrier	A transportation company that carries property and passengers for compensation.
Commutation Ticket	Reduced fare ticket good for a number of rides between the same points.
Company Material	Material transported by a railroad, such as coal, rail, crossties, ballast, fuel oil, etc., used in connection with its operations.
Conductor's Wheel Report	The conductor's report of a train movement, showing by initials, and numbers, or name, the units of equipment handled in the train, and the points between which each unit moved. It shows type of car, contents, tons, origin and destination of all units.
Consignee	The person to whom articles are shipped.
Consignor	The person by whom articles are shipped.
Consist	Master sheet kept at point of origin giving makeup of train; how many passenger cars; how many freight cars.
Constructive Allowances	The constructive hours of enginemen and trainmen allowed in computing their pay, which do not represent actual train service and for which mileage is not allowed, such as time under the "held away from home terminal" rule, time for being called and not used, run-around time, deadheading, etc.
Constructive Placement	Cars ready for delivery on an industrial or private track, but placed elsewhere due to conditions attributable to consignee or consignor. Cars so placed remain subject to demurrage rules and charges.

D

Demurrage	A charge made on cars or other equipment held by or for a consignor or consignee for loading or unloading, forwarding directions, or for any other purpose. Charges are made on a daily basis and can vary by type of car.
Departure Tracks	An arrangement of tracks where outgoing freight cars are switched, usually from classification yard or directly from receiving yard, and made ready for train movement.
Derail	A track structure for derailing rolling stock in case of an emergency.
Derrick Car	A unit of work equipment containing apparatus for hoisting heavy weights.
Diversion	A change in the route of a shipment; a change in the destination of a shipment.
Double Heading Cock	A cut-out cock provided to cut out the automatic brake valve on all except the leading locomotive, or locomotive unit, when two or more locomotives, or locomotive units, are in the same train.
Double Track	Two main tracks, on one of which the traffic is in one direction, and upon the other specified in the opposite direction.
Drawbar Pull	The force in pounds exerted by a locomotive in pulling rolling stock. It represents the force remaining after deducting the force required to move a locomotive.
Dual Control Switch	A power operated switch which, by use of a selector lever and a handthrow lever, may be hand operated.
Dynamiter	A car on which a defective air mechanism sends the brakes into full emergency, when only service application is given from the engine.

E

Embargo	To restrict or prohibit an acceptance and/or movement of traffic.

Emergency Application	A quick, heavy reduction of brake pipe pressure which will cause the triple and control valves to move to emergency position and transmit quick action. It may be made by the engineer with the automatic brake valve, or by the trainmen with the caboose valve, emergency valve, back-up valve or angle cock, for the purpose of preventing injury, loss of life, or property damage; it is also made automatically when the brake pipe is broken or the train breaks apart.
Emergency Relay Valve	A valve that makes it possible to obtain an emergency brake application at any time when the brake system is charged, irrespective of the position of the double heading cock.
Emergency Valve	Placed in all coaches, baggage cars, diesel cabs, diesel "B" units and on some work equipment cars and cranes for the purpose of applying the brakes in emergency.
Empty Car-Miles	Miles run by freight cars without load, excluding company service equipment designed for use exclusively in work service.
Engine	A locomotive unit propelled by any form of energy, or a combination of such units operated from a single control, used in train or yard service.
Extra Train	A train not authorized by a timetable schedule. It may be designated as: Extra—for any extra train except work extra; Work Extra—for an extra train authorized by Form H train order.

F

Feed Valve	A valve on the locomotive that reduces main reservoir air pressure to the pressure desired in the brake pipe, maintaining that pressure automatically while the brake valve handle is in the running position.
Fixed Charges	A term used to designate collectively such items as interest, rent for leased roads and equipment, and amortization of discount on funded debt.
Fixed Improvements	Structures which are fixed as to location, such as tracks, bridges, tunnels, shops, stations, and enginehouses.

Fixed Signal	A signal of fixed location indicating a condition affecting the movement of a train or engine.
Flange	(On locomotive or car wheels) Projecting edge on inside rim of the wheels for purpose of keeping the wheels on the track.
Flangeway	The open way through a track structure which provides a passageway for wheel flanges.
Flat Car	A freight car having a floor laid over the sills, and without any housing or body above.
Flat Rate	A single factor local or joint rate.
Flat Wheel	A car wheel that has flat spots on the tread; also applied to an employee who walks lame or limps.
Flat Yard	A yard where car switching is dependent on locomotive power with little assistance from gravity.
Flying Switch	A switching movement to get a car that is on one end of the locomotive to the other end. (Also called a "drop" switch.)
Foot-Board	The step on the front and rear ends of switch engines and road-switcher engines.
Foreign Car	Any car not belonging to the parent line.
Forwarder Traffic	Freight traffic shipped by or consigned to any freight forwarded holding a certificate under Part IV of the Interstate Commerce Act.
Free Time	The period allowed consignor or consignee to load or unload freight from cars before demurrage or storage charges begin to accrue.
Freight Bill	Destination Freight Bill—a bill rendered by a transporation line to consignee, giving a description of the freight, the name of shipper, point of origin, weight and amount of charges (if not prepaid). Prepaid Freight Bill—a bill rendered by a transportation line to shipper, giving a description of the freight, the names of consignee and destination, weight, and amount of charges.

Freight Car Miles Per Car Day	Total freight car-miles, including loaded and empty divided by the average number of freight cars on line, including serviceable and unserviceable, divided by the number of days in the period.
Freight Car Repairs Per Freight Car Miles	Freight car repair expense divided by the sum of loaded and empty freight car miles including caboose.
Freight Cars On Line	Home cars, foreign cars, and private line cars, but not cabooses or company service equipment, on line at a given time.
Freight Cars Owned	For the purpose of equipment condition reports, all freight cars owned and leased, with the exception of caboose cars, motor-equipped rail cars, company cars not definitely assigned to revenue service, and cars retired from service and held for sale or demolition.
Freight Claim	A demand upon a carrier for the payment of overcharge or loss or damage sustained by shipper or consignee.
Freight Forwarder	A person or firm engaged in the business of consolidating the shipments of different shippers into carload lots and forwarding them in volume lot service; also, one who is in the business of clearing and trans-shipping property to and from foreign countries.
Freight Revenue	Revenue from the transportation of freight and from transit, stop diversion, and reconsignment arrangements, upon the basis of tariffs.
Freight Train Car	A freight-carrying car, caboose, or other train service equipment required in the operation of a freight train.
Freight Train Car Miles	Miles run by loaded and empty freight-train cars and caboose cars in transportation service.
Frog	A device made of rail sections so constructed and assembled as to permit the wheels on one rail of track to cross another rail of an intersecting track.
Frog, Re-railing	An implement for re-railing equipment wheels.
Full Service Application	A service reduction of brake pipe pressure sufficient in amount to cause equalization of pressure in brake cylinder with pressure in the reservoir from which compressed air is supplied to brake cylinder.

G

Gate	A switch.
Gateway	A point or location at which freight moving from one area or territory to another is interchanged between carriers; a basing point on or near the boundary of a rate of classification territory on which rates are constructed.
Go High	The act of *decorating* or climbing to the top of box cars to receive or transmit signals or to apply hand brakes.
Gondola Car	A car with sides and ends without a top covering, the floor or bottom being level or approximately level, and used for freight in bulk. Types: High side, low side, drop end, drop bottom, general purpose, and convertible.
Grade Crossing	A crossing at the same level: (1) as between tracks of different railways; (2) as between railway tracks and public crossings.
Grade, Degree of	As used in connection with railway line, the rise or fall in a track expressed as a ratio to 100 feet of horizontal track.
Grade Resistance	The increase in the resistance on an ascending grade due to the lifting of the train against gravity, expressed in pounds per ton per percent of grade.
Gradient	The difference in pounds pressure per square inch between brake pipe pressure on the locomotive and maximum obtainable on the rear of the train. It is the direct result of air leakage or train line obstruction.
Graduated Release	A feature in certain control valves which makes it possible to graduate brake cylinder pressure.
Gross Ton-Miles of Cars and Contents	The number of tons of 2,000 pounds behind the locomotive moved one mile in road freight or passenger service.
Gross Ton-Miles of Road Locomotives	The weight expressed in tons of 2,000 pounds of locomotives moved one mile in road freight or passenger trains.
Gross Ton-Miles Per Train-Mile	The number of gross ton-miles of cars, contents and cabooses divided by the number of train-miles. Gross ton-miles of locomotive are excluded, unless otherwise stated.

Gross Weight	As applied to a carload, the combined weight of the car and its contents.
Guard Rail	A rail or other structure laid parallel with the running rails of a track to prevent wheels from being derailed; or to hold wheels in correct alinement to prevent their flanges from striking the points of turnouts or crossing frogs or the points of switches.
	A rail or other structure laid parallel with the running rails of a track to keep derailed wheels adjacent to running rails. (Such as on bridges.)

H

Head Man	The brakeman who, on freight trains, rides the engine. The switchman who, on yard engines, pulls pins to uncouple cars.
Heavy Repairs	As reported to the A.A.R., repairs to revenue freight cars requiring over 20 man-hours.
Highball	Signal given by hand or by lantern in a high, wide semi-arc, which means to get out of town at full speed ahead.
Hog Law	The federal statute which provides that all train and engine crews tie up after 16 hours of service.
Holding Tracks (Yard)	Tracks upon which locomotives and cars may be held for immediate use.
Hole	Term applied to siding where one train pulls in to meet another.
Home Car	A car on the road to which it belongs by ownership or lease.
Home Road	Used in connection with car service to denote the road that is owner or lessee of a car, or upon which the home of a private car is located.
Hook	Wrecking derrick.
Hopper Car	A car with floor sloping from the ends and sides to one or more hoppers, which will discharge its load by gravity through the hopper doors.
House Track	A track alongside or entering a freight house, used for cars delivering, receiving, or transferring freight.

Hump Yard	A switching yard with an elevated track or hump over which cars are pushed by a switch engine to travel by gravity to classification tracks or other designated points.
Hy-Rail Vehicle	Any highway vehicle on which rail guide wheels have been installed to allow operation on the rails as well as on the highway.

I

Impact Register	A mechanical device used in or on a car to register shock or vibration to car.
Independent Brake Valve	A valve to operate the air brakes on the locomotive independently of the train brakes.
Industrial Track	A switching track serving industries, such as mines, mills, smelters, and factories.
Initial Carrier	The first carrier to which a shipment is delivered by the shipper.
Interchange	The transfer of cars from one road to another so that they may be used on other roads.
Interchange Track	A track on which cars are delivered or received as between railways.
Intercoolers	A radiating means of cooling compressed air between stages of compression.
Interline Traffic	Traffic routed over the lines of two or more carriers.
Interline Waybill	A waybill covering the movement of two or more transportation companies.
Interlocking	An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically. Automatic Interlocking—an interlocking actuated automatically by the approach of a train or engine. Manual Interlocking—an interlocking operated by an employee by means of an interlocking machine.
Intermediate Carrier	A transportation line over which a shipment moves but on which neither the point of origin nor destination is located.

Intermediate Switching	Switching service which includes all the elements of switching performed by a carrier which neither originates not terminates the shipment nor receives a line haul on that shipment.
Interstate Traffic	Traffic having origin in one state and destination in another, or traffic having origin and destination in the same state but passing through another state en route; traffic between points in the U.S. and foreign countries.
Interterminal Switching	The movement of rail cars from a place on one carrier to a place on another, when both locations are within the switching limits of the same switching district.
Intra-Plant Switching	The movement of cars from one place to another within the confines of a single industry.
Intrastate Traffic	Traffic between two locations in a single state and the movement is wholly within the state boundaries.
Intraterminal Switching	Switching service performed in handling a car from a track served by one carrier to another track served by the same carrier when both tracks are within the switching limits of the same station or industrial switching district.

J

Johnson Bar	Reverser lever on a locomotive.
Joint Track	Track which is used jointly by two or more carriers.
Junction Point	(1) Any point where two carriers interchange freight. (2) A point at which a branch-line track connects with a main track.

K

Kick	Applied to switching; the act of pushing a car or cars at speed ahead or behind an engine, and then cutting the car or cars loose from the engine while the brakes are applied quickly on the engine, thus allowing the car or cars to be kicked free.

L

Ladder Track	A track connecting successively the body tracks of a yard. This is also called a *lead*.

Lading	The cargo.
Lead Track	An extended track connecting either end of a yard with the main track.
Light Freight-Train Miles	Miles run by trains consisting of a locomotive and caboose, running light in connection with freight-train service.
Light Repairs	As reported to the A.A.R., repairs to revenue freight cars, requiring 20 man-hours or less.
Line	The condition of the track in regard to uniformity in direction over short distances on tangent or on curves. (Straight or smoothly curved track.)
Line Haul	The movement of freight by a carrier over its line or part of its line, excluding switching, pickup and delivery.
Line-up	Information pertaining to the operation of regular and extra trains.
Local Traffic	Traffic originating and terminating on the same railway without an intermediate haul by a connecting railway.
Locomotive, Diesel-Electric	A locomotive powered by a diesel engine or engines which power an electric generator, which in turn furnishes the current to operate electric motors geared to the drive wheels.

M

Main Line	That part of the railway, exclusive of switch tracks, branches, yards and terminals.
Main Reservoirs	Cylindrical receptacles on the locomotives for storing and cooling the main supply of compressed air.
Main Track	A track, other than an auxiliary track, extending through yards and between stations, upon which trains are operated by timetable or train order, or both, or the use of which is governed by block signals.
Manual Slack Adjuster	A device for adjusting air brake piston travel—manually operated.
Mileage Cars	Private line cars for use of which carrier pays a rate per mile.

Miles of Road Operated	The single or first main track, measured by the distance between terminals, over which railway transportation service is conducted.
Miles of Track Operated	Total track mileage consisting of first, second and other main tracks, and of yard tracks and sidings operated in transportation service.

N

Net Income (or loss)	The remainder after deducting from the total income the following: miscellaneous deductions from income, fixed charges, and other deductions.
Net Railway Operating Income	Operating revenue remaining after deducting operating expenses, railway tax accruals, equipment rents, and joint facility rents.

O

Off-Track Equipment	Machines which may be operated on the right-of-way, such as tractors, scrapers, graders, drag lines and similar equipment.
On-Track Equipment	Machines equipped to operate on the rails, such as cranes, tampers, power track jacks, ballast regulators, brooms and other similar equipment, except automobile and truck-type by-rail vehicles.
Open-top Car	Cars having sides and ends but no roof. A term inclusive of gondola, hopper and ballast cars but does not include flat cars.
Operating Expense	Expenses of furnishing transportation service including the expense of maintenance and depreciation of the plant used in the service.
Operating Ratio	The ratio of operating expenses to the operating revenues.
Operating Revenue	The amount of money which a carrier becomes entitled to receive from transportation of passengers and freight.
Order Board	A fixed signal to indicate to approaching trains whether to pick up train orders or not.
Orifice	A specific sized opening through which fluid may flow.
O-Sing	Reporting a train by a station to the train dispatcher.

Out of Face	Work that proceeds completely and continuously over a given piece of track as distinguished from work at disconnected points only.
Overhead Traffic	Revenue traffic, moving in line haul, received from and delivered to a connecting carrier. Also called "Bridge" and "Intermediate" traffic.

P

Per Diem Freight Car	Amount which is paid by one railroad to another railroad for the use of its car for one day.
Per Diem Rules	Rules established by agreement between railroads governing the hire of freight cars.
Piggyback	A term used to describe the hauling of loaded or empty highway trailers, or containers, on railroad freight cars.
Pin-Puller	The man who cuts off cars while switching.
Prepaid Charges	Amount of transportation and other charges paid at point of origin or en route.
Prepaid Shipment	A term indicating that freight charges have been, or are to be, collected by originating carrier at point of origin.
Pull the Pin	To cut off a car or cars; to resign, or quit a job.

Q

Quick Service Valve	A valve which propagates quick service by making a brake pipe reduction on each car so equipped.

R

Rack Car	A freight car having a floor laid over the sills, and equipped with rack at both ends, used principally for transporting pulpwood.
Reciprocal Switching	A mutual interchange of inbound and outbound carload freight which is switched to or from a siding or another carrier under a regular switching charge. The charge is usually absorbed by the carrier receiving the line haul.

Reconsignment and Diversion	Terms often used together or synonymously denoting privileges provided by carriers allowing shipping instructions to be changed as to consignee, destination, and routing. In a more specific sense, reconsignment refers to changes in consignee or destination before or after arrival of shipment at original destination, while diversion includes changes in destination or routing while shipment is in transit.
Refrigerator Car	A specially constructed boxcar, insulated and equipped with ice bunkers or baskets, or a mechanical cooling system and usually adapted for the installation of heating units, used primarily for the movement of commodities that need protection from heat or cold.
Register Station	A station at which a train register is located.
Regular Train	A train authorized by a timetable schedule.
Relay Valves	Valves used on locomotives and cars which are equipped with a large number of brake cylinders. They relay the application and release operation of the distributing or control valve and provide direct flow of main or supply reservoir air to the brake cylinders under control of the distributing or control valve.
Remote Control	A term used to designate the control, usually be electricity, of railway signals, switches and other devices, in both yard and main line operations, from a tower room or other point located some distance away from the scene of the train operators.
Retaining Valve	A valve by means of which a portion of the pressure in the brake cylinder may be retained to aid in retarding the acceleration of a train in descending long grades. This permits brake pipe pressure to be increased (after brake applications) to recharge the auxiliary reservoirs.
Rolling Stock	Transportation equipment on wheels.
Running Repairs	Minor repairs of railway equipment.

S

Safety Valve	A valve designed to open at a predetermined pressure setting, thus preventing an accumulation of pressure in excess of that prescribed.

Schedule	That part of a timetable which prescribes class, direction, number and movement for a regular train.
Section	(Transportation) One of two or more trains running on the same schedule displaying signals or for which signals are displayed.
Section	(Engineering) A portion of the railroad assigned to a section foreman.
Service Application	A reduction of brake pipe pressure at a rate that will produce an application of the locomotive and train brakes. A service application may consist of one or more service reductions.
Shipping Order	Instructions of shippers to carriers for forwarding of goods; usually the triplicate copy of the bill of lading.
Siding	A track auxiliary to the main track for meeting or passing trains.
Single Track	A main track upon which trains are operated in both directions.
Spring Switch	A switch equipped with a spring mechanism arranged to restore the switch points to original position after having been trailed through.
Spotting	The placing of cars where required to be loaded or unloaded.
Standard Gauge	As applied to railway track, the distance of 4 feet 8½ inches measured between the heads of the running rails.
Station	A place designated in the timetable by name.
String	A cut of cars.
Subdivision	A portion of a division designated by timetable.
Super-Elevation	The vertical distance that the outer rail of a curve is raised above the inner rail.
Superior Train	A train having precedence over another train.
Switch	A device consisting of two movable rails, necessary connections and operating parts, designed to turn a locomotive or car from the track on which running to another track.
Switching	Sorting of cars on various tracks; moving cars from one place to another within switching limits.

Switching Limits	Boundaries within which switching rules and charges apply.
Switch List	A listing of cars to be sorted or moved.

T

Tank Car	A car the body of which consists of a tank for carrying liquids such as oil, molasses, vinegar, acids, etc.; compressed gasses and granular solids.
Team Track	A side track with any facilities for loading and unloading cars subject to use by the general public.
Timetable	The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating the movement of trains and engines.
Ton Mile	The movement of a ton of freight one mile.
Track Cars	All motor cars, push cars and trailers of the Engineering Department.
Train	An engine or more than one engine coupled, with or without cars, displaying a marker or markers.
Train of Superior Class	A train given precedence by timetable class, that is, first class, second class, and third class.
Train of Superior Direction	A train given precedence in the direction specified by timetable as between opposing trains of the same class. On the CNW, Eastward trains are superior to Westward trains of the same class unless otherwise provided.
Train of Superior Right	A train given precedence by train order. (Right is superior to class or direction.)
Train-Mile	The movement of a train one mile.
Train-Order	An order issued by a train dispatcher to govern the movements of a train.
Train Register	A book or form used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.
Triple and Control Valves	Valves which charge the reservoirs on locomotives and cars, apply and release the brakes.

Turn-Out	A device whereby rolling stock may be diverted from one track to another. It consists of a switch and frog with closure rails.

V

Varnished Buggies	Passenger train equipment.

W

Washout	An erosion of the permanent roadbed by storm or flood to such an extent as would cause delay of trains or endanger traffic.
Washout Signal	An emergency stop signal waved violently by using both arms, swinging them in a downward arc by day, and swinging a lantern violently in a wide, low semicircle across the tracks by night.
Waybill	A shipping document prepared by a carrier at the point of origin, showing the point of origin, destination, route, consignor, consignee, description of the shipment charges.
Web of Rail	Upright part of rail, joining top and bottom.
Well Car	A flat car with a depression or opening in the center to allow the load to extend below the normal floor level.
Work Train	A train engaged in company service for which no revenue is received.
Wye Track	An arrangement of tracks in the form of a Y, used for turning engines, cars and trains.

Y

Yard	A system of tracks within defined limits over which movements not authorized by timetable, or by train order, may be made, subject to the prescribed signals and rules, or special instructions.

Abbreviations Used on Railroads

A

AAR	Association of American Railroads
ABS	Automatic Block Signal System
ATA	American Trucking Association
ATC	Automatic Train Control
ATR	At Top of Rail
ATS	Automatic Train Stop
AWS	Association of Western Railroads

B

B	Boxcar
BBL/BBLS	Barrel(s)
BDL/BDLS	Bundle(s)
B/L or BL	Bill of Lading
BLS	Bales
BMC	Bureau of Motor Carriers
BO	Bad Order
Bskt	Basket
Bu	Bushel
Bx	Box

C

CAA	Civil Aeronautics Authority
CAF	Cost, Assurance and Freight

COD	Cash on Delivery or Collect on Delivery
CWT	Hundredweight
CTC	Centralized Traffic Control
CST	Central Standard Time
CL	Carload

E

EST	Eastern Standard Time

F

F	Flatcar

G

GM	General Manager
Gon	Gondola car

H

H	Hoppercar

I

ICC	Interstate Commerce Commission
IS	Interstate
IT	Industrial Interchange
I	Inbound

L

LCL	Less than carload
LTL	Less than truckload
L/E	Loaded or Empty

O

O	Outbound

P

PT	Private Track

S

S	State
SWB	Switching Waybill

T

TOFC	Trailer on flat car
TT	Team Track
TCE	Track Check Eliminated

PART 4

RAILROAD OFFICES

Part 4

Railroad Offices

TERMS USED

There are several names for railroad companies. Some people call a railroad company a *carrier* because it carries goods. Other people call a railroad company a *property* because the company owns land. This property includes the land where the company has railroad tracks. The property also includes buildings where the company has offices. The company owns property where it repairs cars and engines. When we talk about all railroad companies, we either say "the railroads" or "the railroad *industry.*"

Trains carry milk, coal, pipe, corn, and many other things. We call all of these things together *freight, goods, lading,* or *cargo.* We call one of these things an *article* or a *commodity.*

Railroads carry both passengers and freight. But the main way railroads make money is by *hauling* freight. About 90 percent of the money railroads earn comes from freight.

There are several ways to decide how much a carrier will charge a shipper to move his commodities. Sometimes, the government sets minimum rates for freight. Most of the time, these freight rates are based on the kind of commodity. The rate is multiplied by the weight of the cargo in order to fix the charge.

Rate x Weight = Charge ($)

A second way carriers make money is *per diem* (per *DIE* em). This is a Latin word. It means "by the day." In the railroad industry, per diem means "daily rent." This rent is charged by a carrier when his railroad car is being used by another carrier.

A third way carriers earn money is on a mileage basis. This is when one carrier uses another carrier's track for its own trains. For example, a refrigerator car moving on another carrier's property does not pay rent (per diem). The charge for this is on a mileage basis.

A fourth way carriers make money is *demurrage* (dem *OOR* edge). It's like a parking fee. A receiving carrier might hold another railroad's car on its property for more than two days. If it does that, the shipper charges the receiving railroad for the extra days he must wait for unloading and return of the car.

Now answer the following questions:

1. Spell these words correctly.

   demurage ____________________

   per dyem ____________________

   commodity ____________________

   mileage ____________________

   propertys ____________________

2. Name three ways a carrier makes money.

   ____

   ____

   ____

3. What is the railroad's word for "daily rent"?

   ____

4. Write the word that means the same thing as commodity

   ____

5. If a railroad car from your company sits on another carrier's property for more than two days, what do you pay?

   ____

6. Are shipping rates for goods based mostly on:

   Size
   Season of the year
   Commodity

TYPE OF WORK

Between the time you went to bed last night and when you got up this morning, thousands of tons of goods moved from one location to another. The bulk of these goods travelled by rail. Each year the railroads carry more than 700 billion ton-miles of freight (a ton-mile is one ton of freight moved one mile), with goods "on the go" 24 hours a day.

With railroads operating 24 hours a day, seven days a week, it means that railroad office personnel must work on shifts. The three basic shifts are from 8:00 a.m. to 4:00 p.m., 4:00 p.m. to midnight, and midnight to 8:00 a.m. There are variations of these shifts in some railroad offices. Railroad offices are like offices in other businesses; they are clean, well-lighted, and generally provide a pleasant place to spend a work day.

Railway clerks perform the many duties which are necessary for the offices to function. There are both "outside" and "inside" clerks. The outside clerk works in the yard: the area where trains are made up, and where cars and engines are switched, stored or serviced. The outside clerk records the initials and numbers of cars as they are moved from one track to another.

As an inside clerk—the job you will probably be assigned—you must be prepared to do not one, but many related jobs such as typing, filing, accounting, keypunching, mail sorting, stenography, and so forth. To do these jobs, a railroad clerk must be familiar with several basic skills. But, whatever your particular job happens to be in the railway office, you will come in contact with many kinds of forms. Processing forms makes up much of the paper work done in the railroad office.

The movement of railroad cars from one point to another can be compared to shipping packages through the mail. The package has the address of the sender and the address of the receiver printed right on it, along with the postage stamps that indicate the cost of shipping the package. Shipping freight by rail is different from mailing a package only because addresses and charges for hauling freight by mail are not stamped on the freight car. This information is contained on separate pieces of paper.

So you see, filling out forms is required for the railroad carrier to know to whom the car should be shipped and the route it must follow. Other paper work is necessary for the carrier to collect the freight charges for the movement. Some paper work is for the convenience of the railroad carrier in providing information concerning the availability and location of cars and equipment.

Without accurate records, shipments might be sent to the wrong destinations, incorrect charges might be assessed, and the railroad would not have accurate information of the availability and location of equipment. It could not, therefore, serve its customers to the best advantage of both.

See if you can answer the questions that follow.

Class Discussion Questions:

1. If the railroads worked only an eight-hour day, what might be the result?
2. What are some of the reasons for the paper work involved in carrying freight?
3. Why is accuracy so important in railroad record keeping?

PART 5

FORMS

Part 5

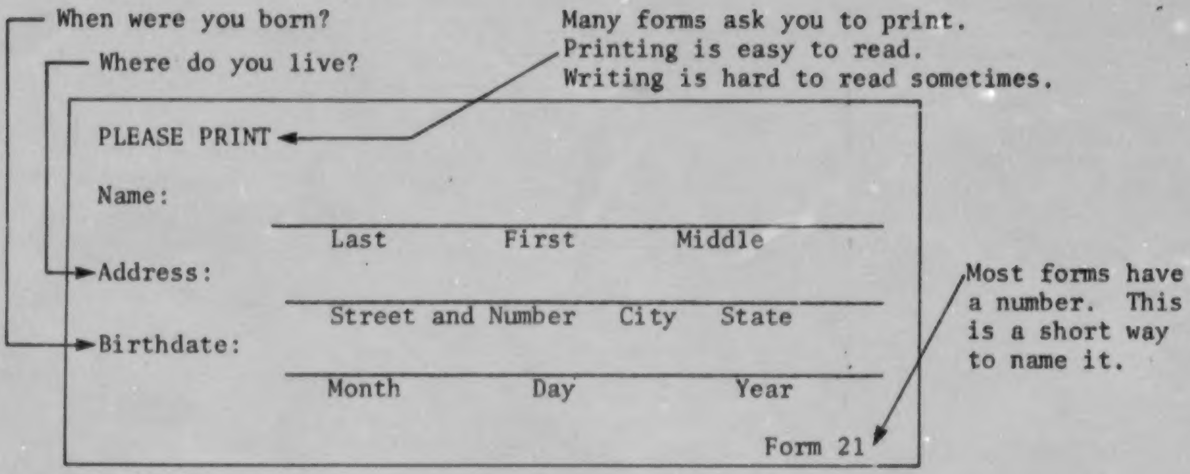
Forms

A form is a paper that asks questions. Forms are used all over the world for many purposes. Forms are filled out to collect income taxes. Forms are filled out to apply for a job.

Railroads use forms for the same reason that schools, governments, and other industries do—to collect information in a quick, simple way. Forms save time because many words are already on the form. Every line or box on a form asks for at least one answer.

Sometimes forms use short cuts to ask questions. This saves space. It takes less space to write "Pkg." than to write "Package." It takes less space to write "No." than to write "Number," and it takes less space to write "L/E" than to write "Loaded or Empty Car." Become familiar with the abbreviations in the glossary in Part 3 of this book. Then you will be able to fill in, or recognize quickly, the abbreviations in railway forms.

Figure 1 is a simple form. Fill it out.



When were you born?

Where do you live?

Many forms ask you to print.
Printing is easy to read.
Writing is hard to read sometimes.

PLEASE PRINT

Name: ____________________
Last First Middle

Address: ____________________
Street and Number City State

Birthdate: ____________________
Month Day Year

Form 21

Most forms have
a number. This
is a short way
to name it.

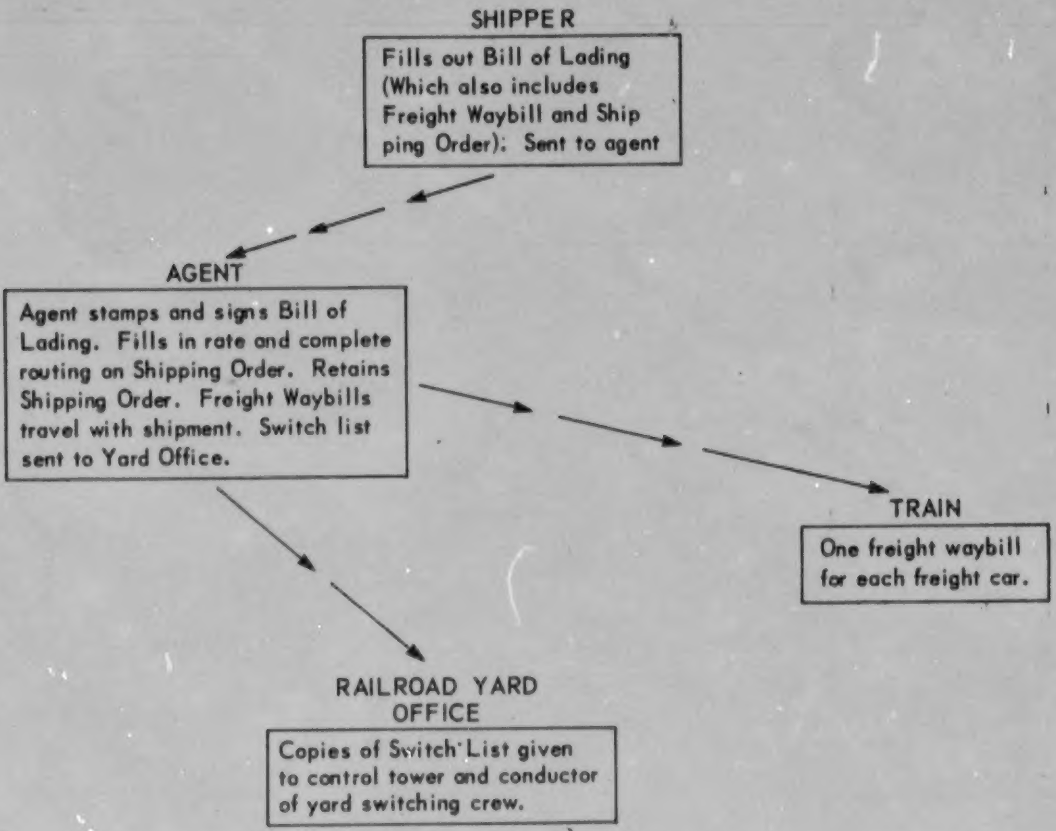
Figure 1

RAILROAD FORMS

Railroad offices use many forms that have *numbers.* Each railroad car has a number. Each shipping order has a number. All goods being transported have numbers. Numbers are of great importance in the railroad business. Therefore, it is very important that all numbers be written correctly. Often a car number must be carried over onto another form. If it is not put down correctly, the car might get lost.

Many forms are filled out in the process of carrying freight from one location to another. Each form contains a new piece of information concerning the freight such as how the goods are being carried—prepaid or collect—the routing of the freight car, and special instructions regarding delivery of the freight. Duplicate copies are made of all forms.

The first three forms that actually start the freight on its way are described in the next pages. The flow chart shows where these forms go after being filled out by the shipper.



SHIPPER

Fills out Bill of Lading (Which also includes Freight Waybill and Shipping Order): Sent to agent

AGENT

Agent stamps and signs Bill of Lading. Fills in rate and complete routing on Shipping Order. Retains Shipping Order. Freight Waybills travel with shipment. Switch list sent to Yard Office.

TRAIN

One freight waybill for each freight car.

RAILROAD YARD OFFICE

Copies of Switch List given to control tower and conductor of yard switching crew.

BILL OF LADING

The basic form which starts the freight on its way is the Bill of Lading. It is filled out by the shipper. The Bill of Lading is the first form in a packet of forms that includes the Freight Waybill and the Shipping Order. It is a legal contract, and is signed by both the shipper (the owner of the goods) and the carrier (railroad) agent. It contains many important notes. On the reverse side it spells out the conditions under which property is transported from one point to another. The Bill of Lading:

1. Gives the owner (consigner) of the goods a legal right to them.
2. States that the carrier received the goods from the owner.
3. Tells the carrier that he should ship the goods.
4. Tells the carrier where to ship the goods (*consignee*), what the goods are, and other things.

Figure 2 is a sample Bill of Lading. See if you can answer the following questions:

1. What railroad company is shipping the freight?
2. Where is the freight being shipped from? Where is it being shipped to?
3. What kind of goods make up the freight being shipped?
4. What is the name of the company having the goods shipped?

As you can see, frequently all the information requested on the form is not always available or necessary.

SHIPPING ORDER

At the same time that the Bill of Lading is prepared, a Shipping Order is filled out. It contains the instructions of shippers to carriers for transporting goods. The Shipping Order (Figure 3) is usually the triplicate copy of the Bill of Lading. The Shipping Order is kept by the carrier.

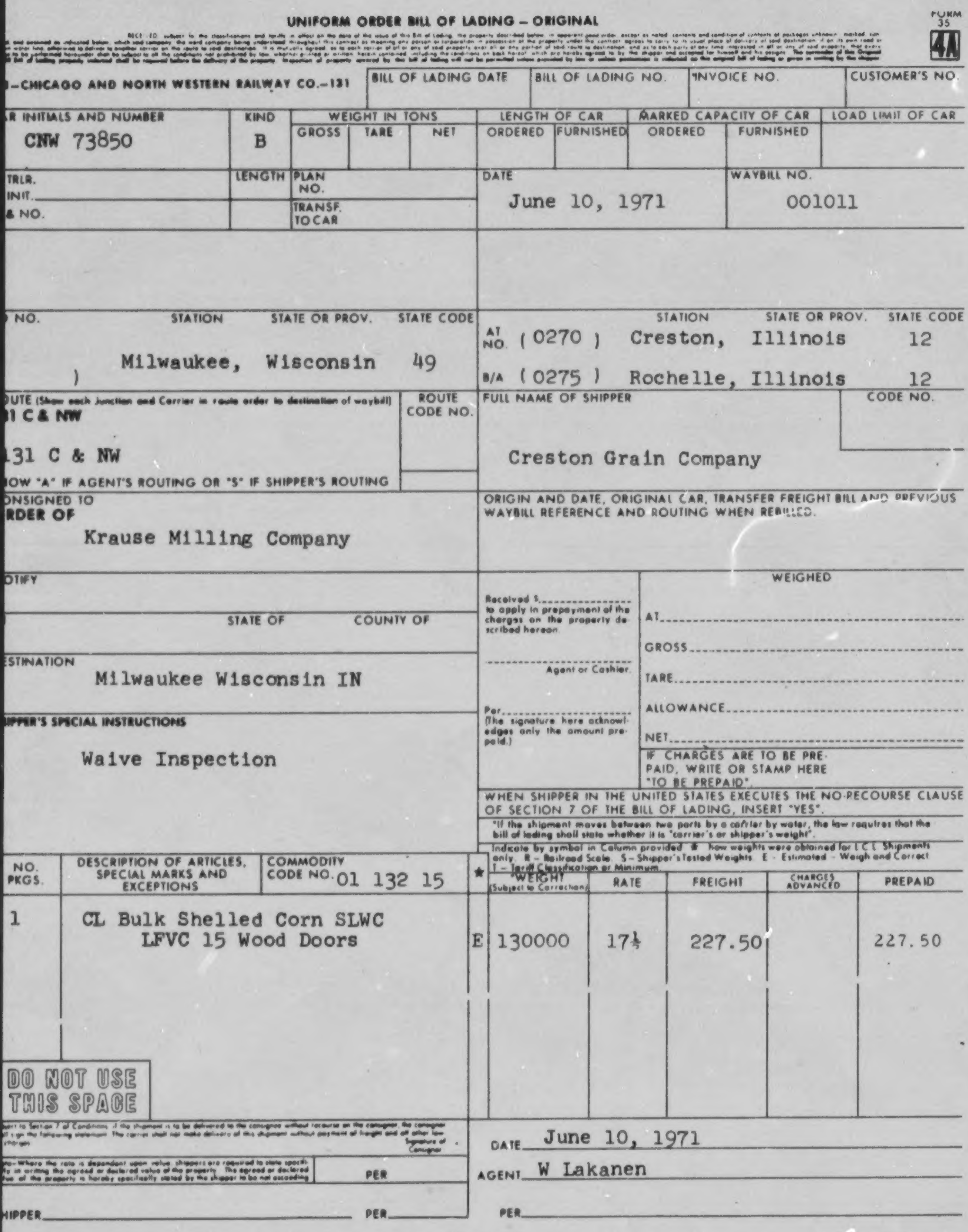
FREIGHT WAYBILL

The next form is the Freight Waybill (Figure 4). When the agent gets the Bill of Lading, he transfers the information it contains onto the Freight Waybill. It is called a "waybill" because it goes with the train to its destination.

The waybill must contain all information necessary for the transportation of the shipment and for determining charges. Since freight rates are based on the kind of commodity being shipped, it is important that the commodity be clearly defined. For example, if the commodity is corn, it is necessary to state what kind since shelled corn takes a higher rate than ear corn.

The agent adds to the Freight Waybill such information as the weight of the railroad car, the cost of shipping, and how shipped—pre-paid or COD (collect on delivery).

Each waybill has a box telling the car initials and number. Every railroad has initials on their cars. For example, the Chicago and North Western Railroad has the initials CNW. Every railroad car which the railroad owns has a number.



UNIFORM ORDER BILL OF LADING – ORIGINAL

FORM 35 4A

-CHICAGO AND NORTH WESTERN RAILWAY CO.–131

BILL OF LADING DATE	BILL OF LADING NO.	INVOICE NO.	CUSTOMER'S NO.

R INITIALS AND NUMBER	KIND	WEIGHT IN TONS GROSS	TARE	NET	LENGTH OF CAR ORDERED	FURNISHED	MARKED CAPACITY OF CAR ORDERED	FURNISHED	LOAD LIMIT OF CAR
CNW 73850	B								

TRLR. INIT. & NO.

LENGTH

PLAN NO.

TRANSF. TO CAR

DATE June 10, 1971

WAYBILL NO. 001011

NO.	STATION	STATE OR PROV.	STATE CODE
)	Milwaukee,	Wisconsin	49

	STATION	STATE OR PROV.	STATE CODE
AT NO. (0270)	Creston,	Illinois	12
B/A (0275)	Rochelle,	Illinois	12

UTE (Show each Junction and Carrier in route order to destination of waybill)
1 C & NW

131 C & NW

ROUTE CODE NO.

OW "A" IF AGENT'S ROUTING OR "S" IF SHIPPER'S ROUTING

FULL NAME OF SHIPPER Creston Grain Company

CODE NO.

ONSIGNED TO RDER OF Krause Milling Company

ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED.

OTIFY

STATE OF

COUNTY OF

STINATION Milwaukee Wisconsin IN

IPPER'S SPECIAL INSTRUCTIONS

Waive Inspection

Received $ ______ to apply in prepayment of the charges on the property described hereon.

______ Agent or Cashier.

Per ______ (The signature here acknowledges only the amount prepaid.)

WEIGHED

AT ______

GROSS ______

TARE ______

ALLOWANCE ______

NET ______

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE "TO BE PREPAID".

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, INSERT "YES".

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight".

Indicate by symbol in Column provided ★ how weights were obtained for L C L Shipments only. R – Railroad Scale. S – Shipper's Tested Weights. E – Estimated – Weigh and Correct. T – Tariff Classification or Minimum.

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO. 01 132 15	★	*WEIGHT (Subject to Correction)	RATE	FREIGHT	CHARGES ADVANCED	PREPAID
1	CL Bulk Shelled Corn SLWC LFVC 15 Wood Doors		E	130000	17½	227.50		227.50

DO NOT USE THIS SPACE

DATE June 10, 1971

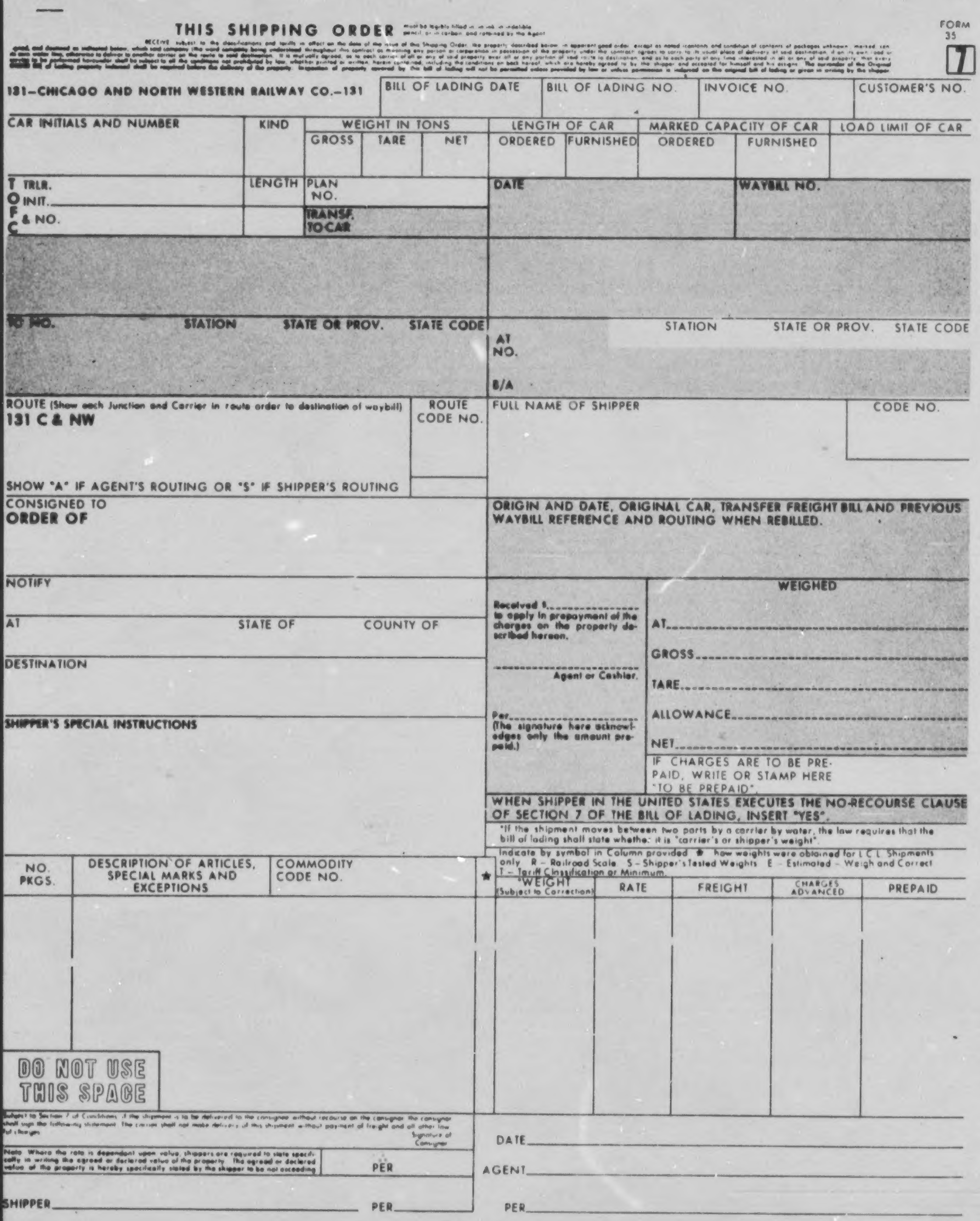
AGENT W Lakanen

PER ______

PER

HIPPER ______ PER ______

Figure 2



THIS SHIPPING ORDER

FORM 35

7

131—CHICAGO AND NORTH WESTERN RAILWAY CO.—131

BILL OF LADING DATE	BILL OF LADING NO.	INVOICE NO.	CUSTOMER'S NO.

CAR INITIALS AND NUMBER	KIND	WEIGHT IN TONS			LENGTH OF CAR		MARKED CAPACITY OF CAR		LOAD LIMIT OF CAR
		GROSS	TARE	NET	ORDERED	FURNISHED	ORDERED	FURNISHED	

T TRLR. O INIT. F & NO. C	LENGTH	PLAN NO. TRANSF. TO CAR	DATE	WAYBILL NO.

TO NO.	STATION	STATE OR PROV.	STATE CODE

AT NO. B/A	STATION	STATE OR PROV.	STATE CODE

ROUTE (Show each Junction and Carrier in route order to destination of waybill)
131 C & NW

ROUTE CODE NO.

SHOW "A" IF AGENT'S ROUTING OR "S" IF SHIPPER'S ROUTING

FULL NAME OF SHIPPER

CODE NO.

CONSIGNED TO
ORDER OF

ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED.

NOTIFY

AT

STATE OF

COUNTY OF

DESTINATION

SHIPPER'S SPECIAL INSTRUCTIONS

Received $__________ to apply in prepayment of the charges on the property described hereon.

____________ Agent or Cashier.

Per____________
(The signature here acknowledges only the amount prepaid.)

WEIGHED

AT____________

GROSS____________

TARE____________

ALLOWANCE____________

NET____________

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE "TO BE PREPAID".

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, INSERT "YES".

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight".

Indicate by symbol in Column provided ★ how weights were obtained for L C L Shipments only R – Railroad Scale S – Shipper's Tested Weights E – Estimated – Weigh and Correct T – Tariff Classification or Minimum.

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	★	*WEIGHT (Subject to Correction)	RATE	FREIGHT	CHARGES ADVANCED	PREPAID

DO NOT USE THIS SPACE

Subject to Section 7 of Conditions, if the shipment is to be delivered to the consignee without recourse on the consignor the consignor shall sign the following statement. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

Signature of Consignor

Note: Where the rate is dependent upon value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

PER

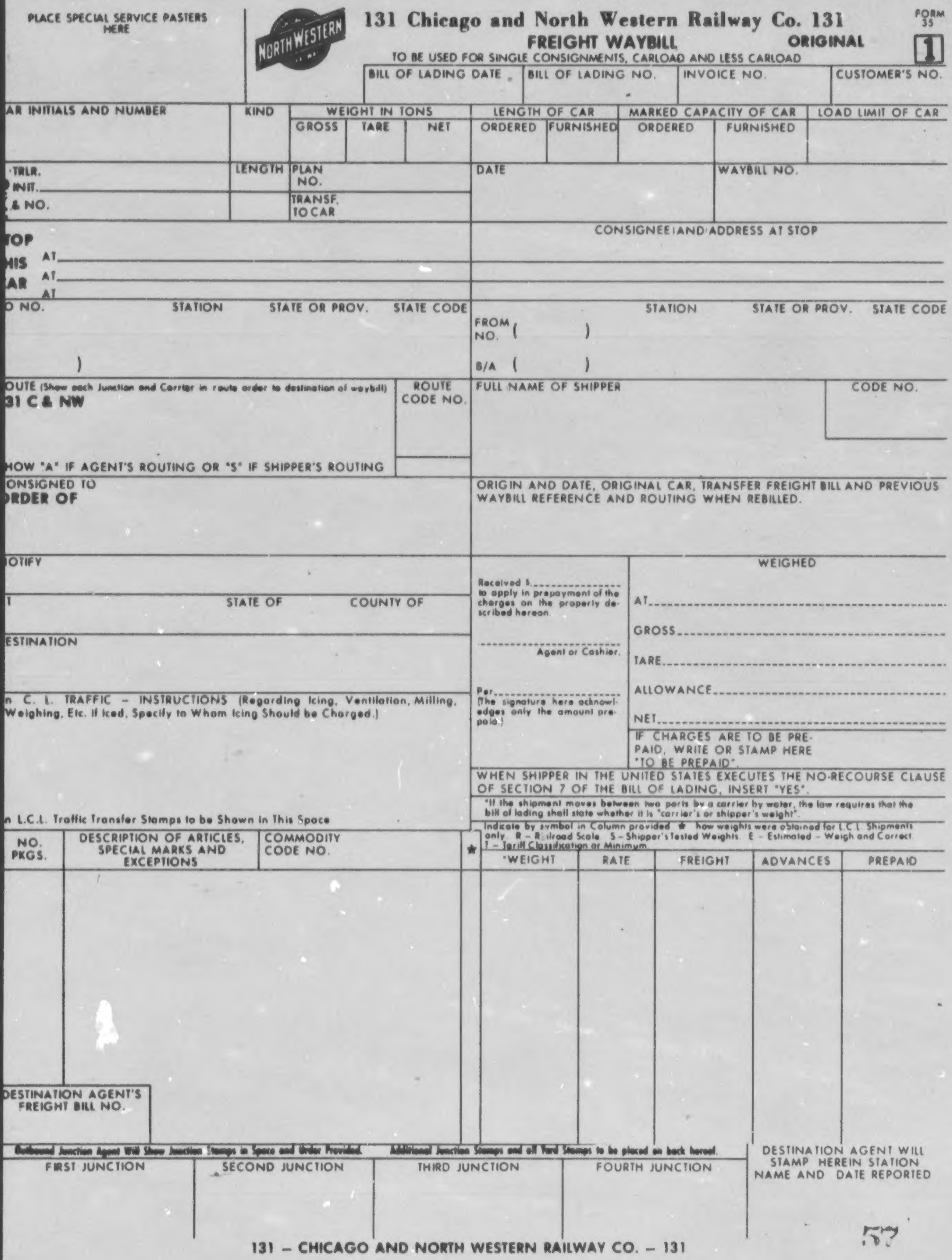
SHIPPER____________ PER____________

DATE____________

AGENT____________

PER____________

Figure 3


PLACE SPECIAL SERVICE PASTERS HERE

NORTH WESTERN

131 Chicago and North Western Railway Co. 131

FORM 35

FREIGHT WAYBILL

ORIGINAL

1

TO BE USED FOR SINGLE CONSIGNMENTS, CARLOAD AND LESS CARLOAD

BILL OF LADING DATE
BILL OF LADING NO.
INVOICE NO.
CUSTOMER'S NO.

AR INITIALS AND NUMBER
KIND
WEIGHT IN TONS: GROSS, TARE, NET
LENGTH OF CAR: ORDERED, FURNISHED
MARKED CAPACITY OF CAR: ORDERED, FURNISHED
LOAD LIMIT OF CAR

TRLR.
INIT.
& NO.
LENGTH
PLAN NO.
TRANSF. TO CAR
DATE
WAYBILL NO.

TOP
HIS AT
AR AT
AT

CONSIGNEE AND ADDRESS AT STOP

NO.
STATION
STATE OR PROV.
STATE CODE
)

STATION
STATE OR PROV.
STATE CODE
FROM NO. (   )
B/A (   )

OUTE (Show each Junction and Carrier in route order to destination of waybill)
31 C & NW
ROUTE CODE NO.
HOW "A" IF AGENT'S ROUTING OR "S" IF SHIPPER'S ROUTING

FULL NAME OF SHIPPER
CODE NO.

ONSIGNED TO
RDER OF

ORIGIN AND DATE, ORIGINAL CAR, TRANSFER FREIGHT BILL AND PREVIOUS WAYBILL REFERENCE AND ROUTING WHEN REBILLED.

OTIFY

STATE OF
COUNTY OF

ESTINATION

n C. L. TRAFFIC – INSTRUCTIONS (Regarding Icing, Ventilation, Milling, Weighing, Etc. If Iced, Specify to Whom Icing Should be Charged.)

n L.C.L. Traffic Transfer Stamps to be Shown in This Space

Received $________________ to apply in prepayment of the charges on the property described hereon.

____
Agent or Cashier.

Per________________
(The signature here acknowledges only the amount prepaid.)

WEIGHED

AT________________

GROSS________________

TARE________________

ALLOWANCE________________

NET________________

IF CHARGES ARE TO BE PREPAID, WRITE OR STAMP HERE "TO BE PREPAID".

WHEN SHIPPER IN THE UNITED STATES EXECUTES THE NO-RECOURSE CLAUSE OF SECTION 7 OF THE BILL OF LADING, INSERT "YES".

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight".

Indicate by symbol in Column provided ★ how weights were obtained for L.C.L. Shipments only. R – Railroad Scale S – Shipper's Tested Weights E – Estimated – Weigh and Correct T – Tariff Classification or Minimum.

NO. PKGS.	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	COMMODITY CODE NO.	★	*WEIGHT	RATE	FREIGHT	ADVANCES	PREPAID

ESTINATION AGENT'S FREIGHT BILL NO.

Outbound Junction Agent Will Show Junction Stamps in Space and Order Provided. Additional Junction Stamps and all Yard Stamps to be placed on back hereof.

FIRST JUNCTION	SECOND JUNCTION	THIRD JUNCTION	FOURTH JUNCTION	DESTINATION AGENT WILL STAMP HEREIN STATION NAME AND DATE REPORTED

131 – CHICAGO AND NORTH WESTERN RAILWAY CO. – 131

Figure 4

Classroom Exercise

Your teacher will now give you a blank *Bill of Lading*. With information listed below see if you can fill out the blank Bill of Lading correctly.

Car Initial and Number: GATX 92469

Date of Shipment: 9 - 7 - 71

Waybill Number: 22050

To No.: 3342

Station: Benning

State/Province: Washington, D.C.

From No.: 9843

Station: Freeport

State or Province: TX 34 SP

Route: MOP TP MOP PC 18C009

Route Code No.: T

Shipper: Dow Chemical Company SN061

Code Number: 7379

Consignee: Dow Industrial Service
c/o Potomac Electrical Power Company
Benning Station
Benning Road nr Kenilworth Avenue

Shipper's Specific Instructions: Weigh car leased to consignee
in case of emergency call
(713) 238-2112

Weighed: WW1B

Weight: 96300

Rate: 3.44

Freight: 3312.72

Prepaid: 3312.72

Number Packages: A11000 Gal

Description: T/C Vertan 675 Cleaning or Washing Compound Liquid

Commodity Number: 2899889

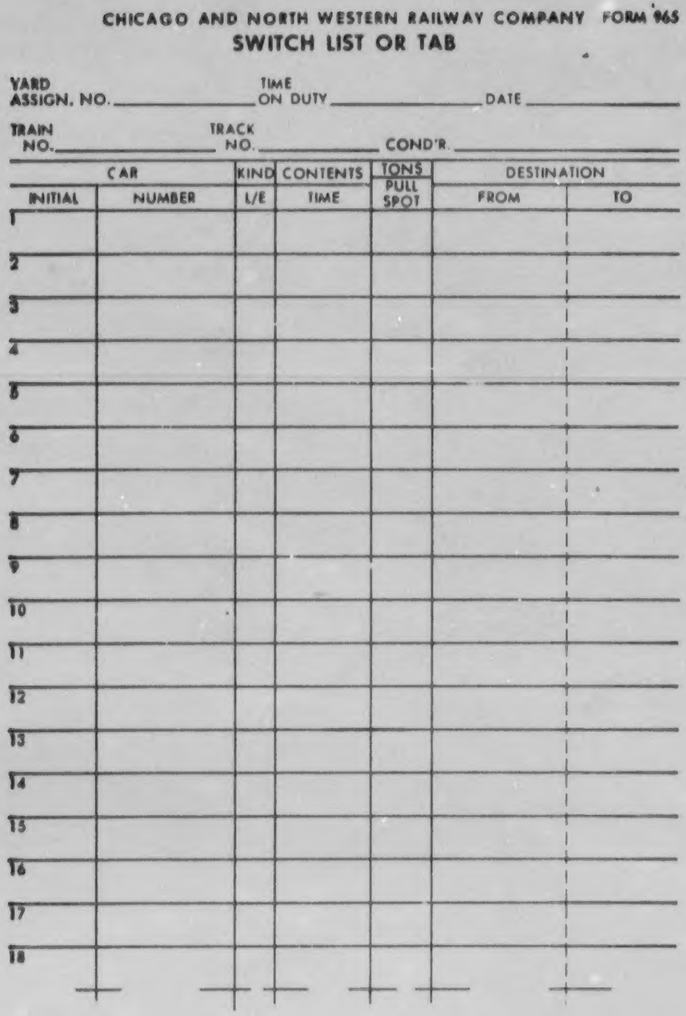
SWITCH LIST

A clerk copies much of the information from the waybill onto a switch list which gives the train's routing. This list is given to the switchman in the railroad yard. He uses it to move each railroad car onto the right track. When all cars going to the same place are switched onto the same track, a train is together and ready to roll. A list, known as a *consist*, giving the make-up of the completely assembled train is then given to the yardmaster.

Figure 5 is a Switch List. It has a place for initials, like CNW, and a box for the car number. The switch list tells the trainman to switch a railroad car from one track to another. Since trains can leave only at specified times as track is available, the list must be cleared by the yardmaster.

Numbers are very important on the Switch List. If they are not copied correctly, a car may get lost. To give you practice in copying numbers, transfer the following to the Switch List (Figure 5).

CNW	8652	GM & O	3645
B & O	3386	ET & E	6065
IC	2854	AGS	4430
D & RGW	8448	LV	2401
W & W	6135	AT & SF	1523
UP	1241	MP	6310
TP & W	1186	NP	1910
SCL	4569	KCS	7610
MC	2672	LN	4316



CHICAGO AND NORTH WESTERN RAILWAY COMPANY FORM 965

SWITCH LIST OR TAB

YARD ASSIGN. NO.__________ TIME ON DUTY__________ DATE__________

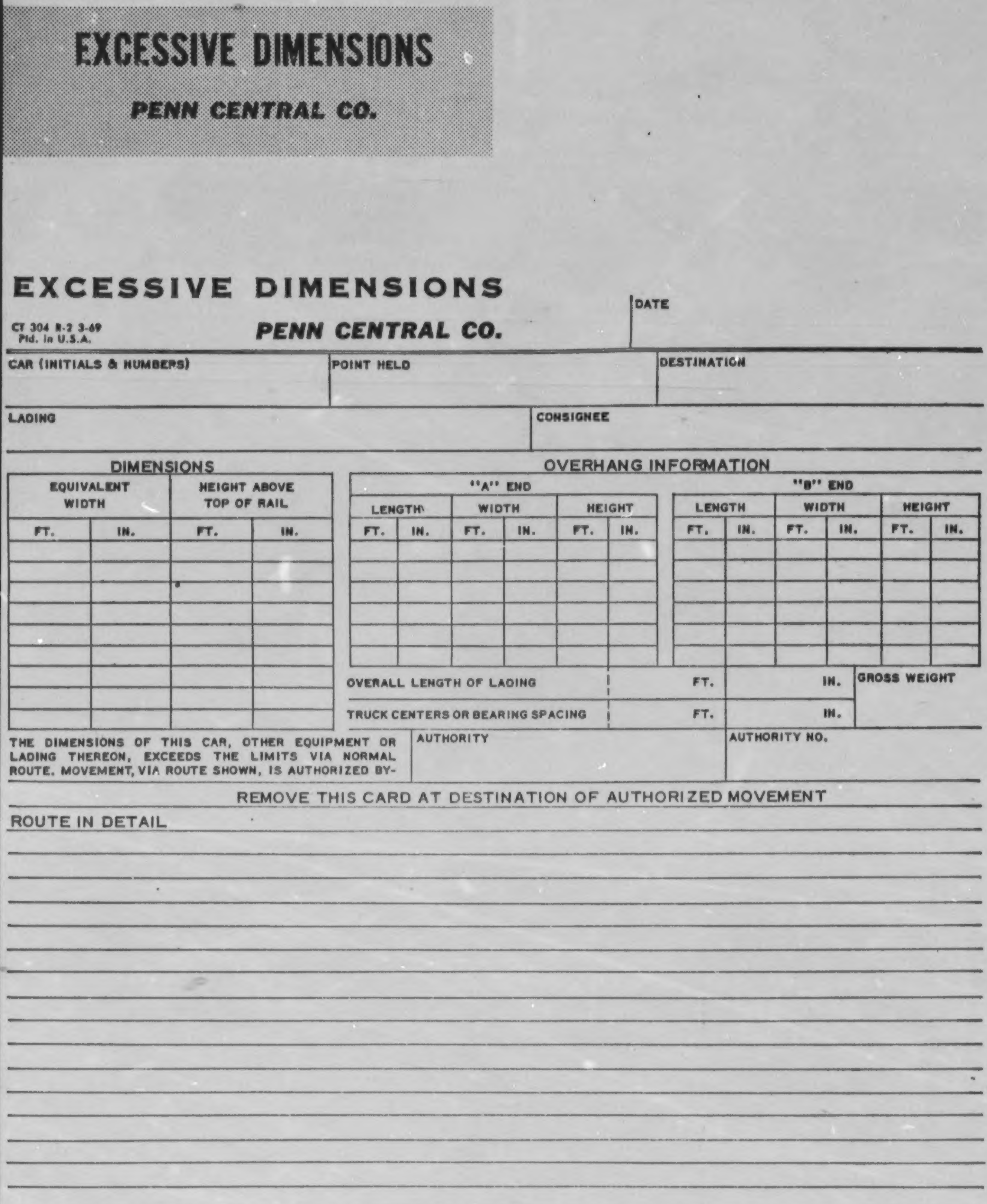
TRAIN NO.__________ TRACK NO.__________ COND'R.__________

CAR		KIND	CONTENTS	TONS	DESTINATION	
INITIAL	NUMBER	L/E	TIME	PULL SPOT	FROM	TO
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Figure 5

EXCESSIVE DIMENSIONS

Before the shipment of freight begins its journey, another look must be taken at the kind of goods being shipped. For example, are the items being shipped on a *flat car* so big that they might not be able to pass through narrow tunnels or over small bridges? If so, a form must be filled out (Figure 6) stating that these goods are of "excessive dimensions" and they, therefore, must be carried over routes that can accommodate them.



EXCESSIVE DIMENSIONS

PENN CENTRAL CO.

EXCESSIVE DIMENSIONS

CT 304 R-2 3-69
Ptd. in U.S.A.

PENN CENTRAL CO.

DATE

CAR (INITIALS & NUMBERS)	POINT HELD	DESTINATION

LADING	CONSIGNEE

DIMENSIONS

EQUIVALENT WIDTH		HEIGHT ABOVE TOP OF RAIL	
FT.	IN.	FT.	IN.

OVERHANG INFORMATION

"A" END						"B" END					
LENGTH		WIDTH		HEIGHT		LENGTH		WIDTH		HEIGHT	
FT.	IN.	FT.	IN.	FT.	IN.	FT.	IN.	FT.	IN.	FT.	IN.

OVERALL LENGTH OF LADING	FT.	IN.	GROSS WEIGHT
TRUCK CENTERS OR BEARING SPACING	FT.	IN.	

THE DIMENSIONS OF THIS CAR, OTHER EQUIPMENT OR LADING THEREON, EXCEEDS THE LIMITS VIA NORMAL ROUTE. MOVEMENT, VIA ROUTE SHOWN, IS AUTHORIZED BY-	AUTHORITY	AUTHORITY NO.

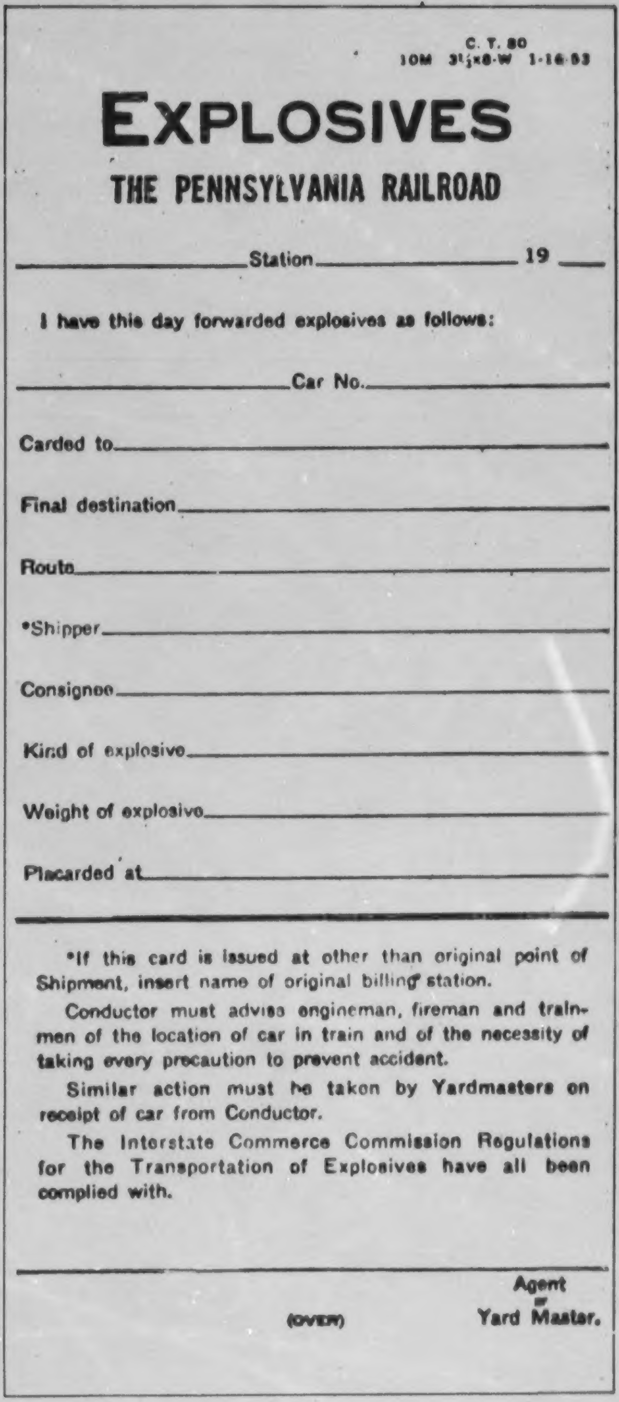
REMOVE THIS CARD AT DESTINATION OF AUTHORIZED MOVEMENT

ROUTE IN DETAIL

Figure 6

EXPLOSIVES

Perhaps the goods being shipped contain dynamite or some other explosive. Then notification must be made on a special tag (Figure 7) as to which cars on the train contain the explosives.



C. T. 80
10M 3½x8-W 1-16-53

EXPLOSIVES

THE PENNSYLVANIA RAILROAD

______ Station ______ 19 ___

I have this day forwarded explosives as follows:

______ Car No. ______

Carded to ______

Final destination ______

Route ______

*Shipper ______

Consignee ______

Kind of explosive ______

Weight of explosive ______

Placarded at ______

*If this card is issued at other than original point of Shipment, insert name of original billing station.

Conductor must advise engineman, fireman and trainmen of the location of car in train and of the necessity of taking every precaution to prevent accident.

Similar action must be taken by Yardmasters on receipt of car from Conductor.

The Interstate Commerce Commission Regulations for the Transportation of Explosives have all been complied with.

______
Agent
or
Yard Master.

(OVER)

Figure 7

TURN-OVER CARS

Occassionally a shipper may not want it known what goods he is having shipped. These goods are then placed on a "Turn-Over Car" and notice is attached to the Freight Waybill stating that the name of the shipper and point of origin will be omitted when-making out the freight bill (Figure 8).

NOTICE

The attached waybill covers
A TURN-OVER CAR
OMIT
NAME OF SHIPPER
and
POINT OF ORIGIN
When making the Freight Bill

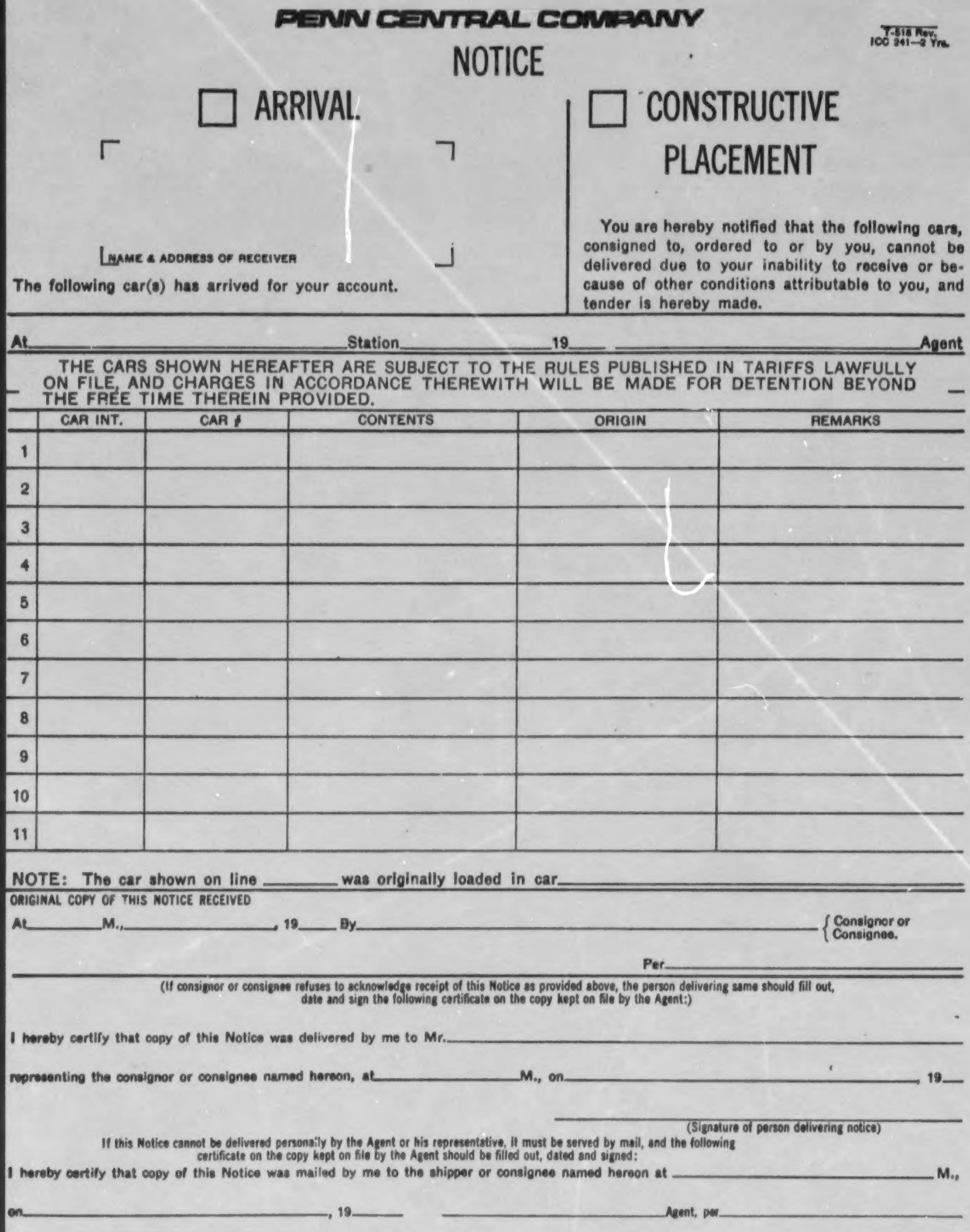
AD 5648 REV. 8-66

Figure 8

ARRIVAL NOTICE

When the freight reaches its destination, the consignee is notified by phone, and the agent fills out an Arrival Notice form (Figure 9). On this form there are two boxes. One box is beside the word "Arrival" and the other is beside the words "Constructive Placement."

If the consignee does not have a siding (platform) where his goods can be unloaded, the agent places an "x" in the Arrival box. If the consignee does have a siding that the carrier can use, the box beside Constructive Placement is checked.



PENN CENTRAL COMPANY

T-518 Rev.
ICC 241—2 Yrs.

NOTICE

☐ ARRIVAL

NAME & ADDRESS OF RECEIVER

The following car(s) has arrived for your account.

☐ CONSTRUCTIVE PLACEMENT

You are hereby notified that the following cars, consigned to, ordered to or by you, cannot be delivered due to your inability to receive or because of other conditions attributable to you, and tender is hereby made.

At________________ Station____________ 19___ ________________ Agent

THE CARS SHOWN HEREAFTER ARE SUBJECT TO THE RULES PUBLISHED IN TARIFFS LAWFULLY ON FILE, AND CHARGES IN ACCORDANCE THEREWITH WILL BE MADE FOR DETENTION BEYOND THE FREE TIME THEREIN PROVIDED.

	CAR INT.	CAR #	CONTENTS	ORIGIN	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

NOTE: The car shown on line ______ was originally loaded in car________________

ORIGINAL COPY OF THIS NOTICE RECEIVED

At______M.,__________, 19___ By____________________ { Consignor or Consignee.

Per________________

(If consignor or consignee refuses to acknowledge receipt of this Notice as provided above, the person delivering same should fill out, date and sign the following certificate on the copy kept on file by the Agent:)

I hereby certify that copy of this Notice was delivered by me to Mr.____________________

representing the consignor or consignee named hereon, at__________M., on________________, 19___

____
(Signature of person delivering notice)

If this Notice cannot be delivered personally by the Agent or his representative, it must be served by mail, and the following certificate on the copy kept on file by the Agent should be filled out, dated and signed:

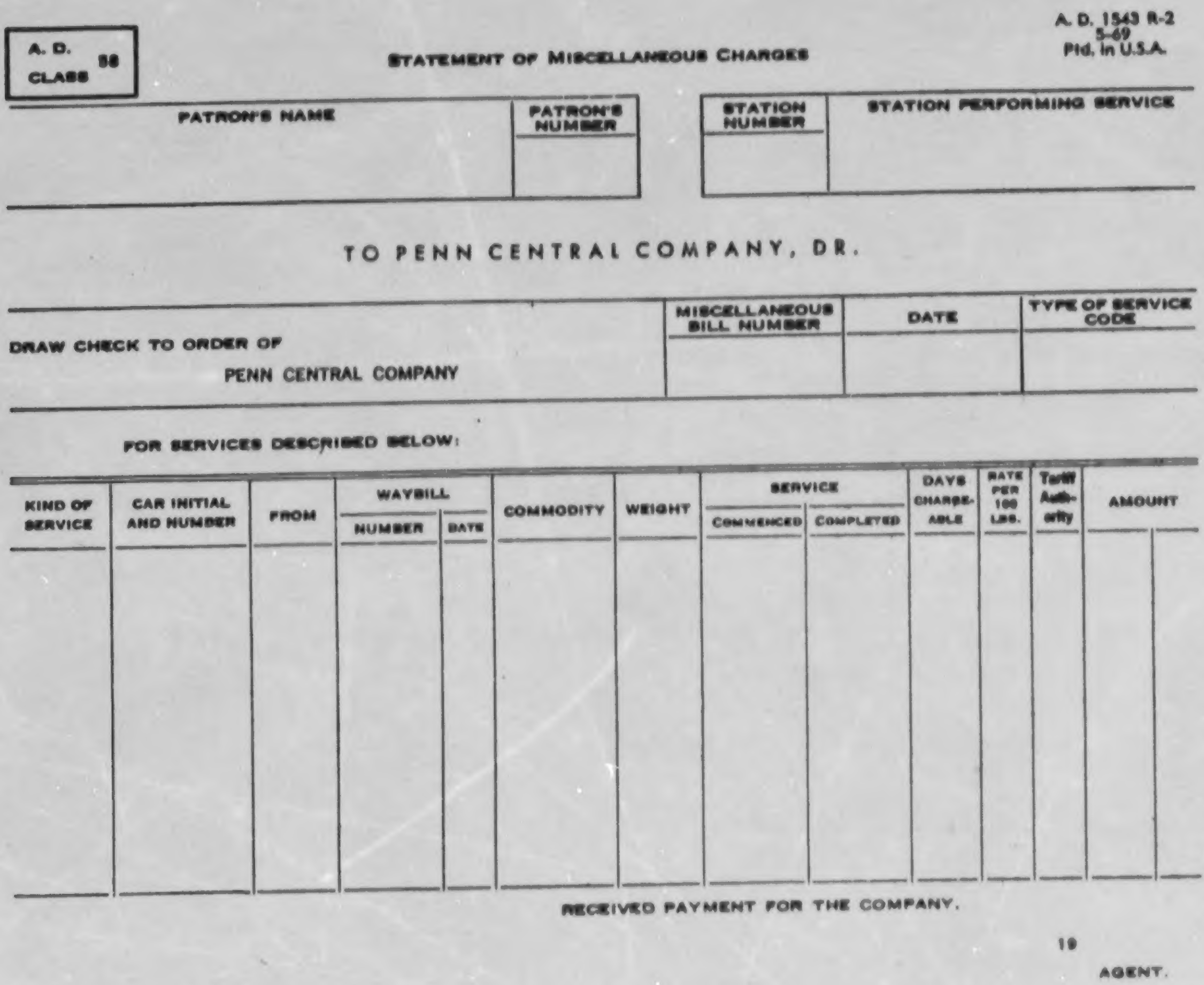
I hereby certify that copy of this Notice was mailed by me to the shipper or consignee named hereon at ________________ M.,

on____________________, 19____ ________________ Agent, per________________

Figure 9

MISCELLANEOUS CHARGES

If a consignee feels he has not received his full load of freight such as grain, he may request that it be weighed. Or a consignee may have to switch his freight to a different location for unloading at his plant. This is called intraplant switching, this means switching that is done at the consignee's plant. A consignee is allowed one switching; any extras must be paid for. Weighing and switching are examples of Miscellaneous Charges. When such services are provided, a Statement of Miscellaneous Charges (Figure 10) must be filled out by the carrier stating the kind of service and the amount charged for it.



A. D. CLASS 58

A. D. 1543 R-2
5-69
Ptd. in U.S.A.

STATEMENT OF MISCELLANEOUS CHARGES

PATRON'S NAME	PATRON'S NUMBER	STATION NUMBER	STATION PERFORMING SERVICE

TO PENN CENTRAL COMPANY, DR.

DRAW CHECK TO ORDER OF PENN CENTRAL COMPANY	MISCELLANEOUS BILL NUMBER	DATE	TYPE OF SERVICE CODE

FOR SERVICES DESCRIBED BELOW:

KIND OF SERVICE	CAR INITIAL AND NUMBER	FROM	WAYBILL		COMMODITY	WEIGHT	SERVICE		DAYS CHARGE-ABLE	RATE PER 100 LBS.	Tariff Authority	AMOUNT
			NUMBER	DATE			COMMENCED	COMPLETED				

RECEIVED PAYMENT FOR THE COMPANY.

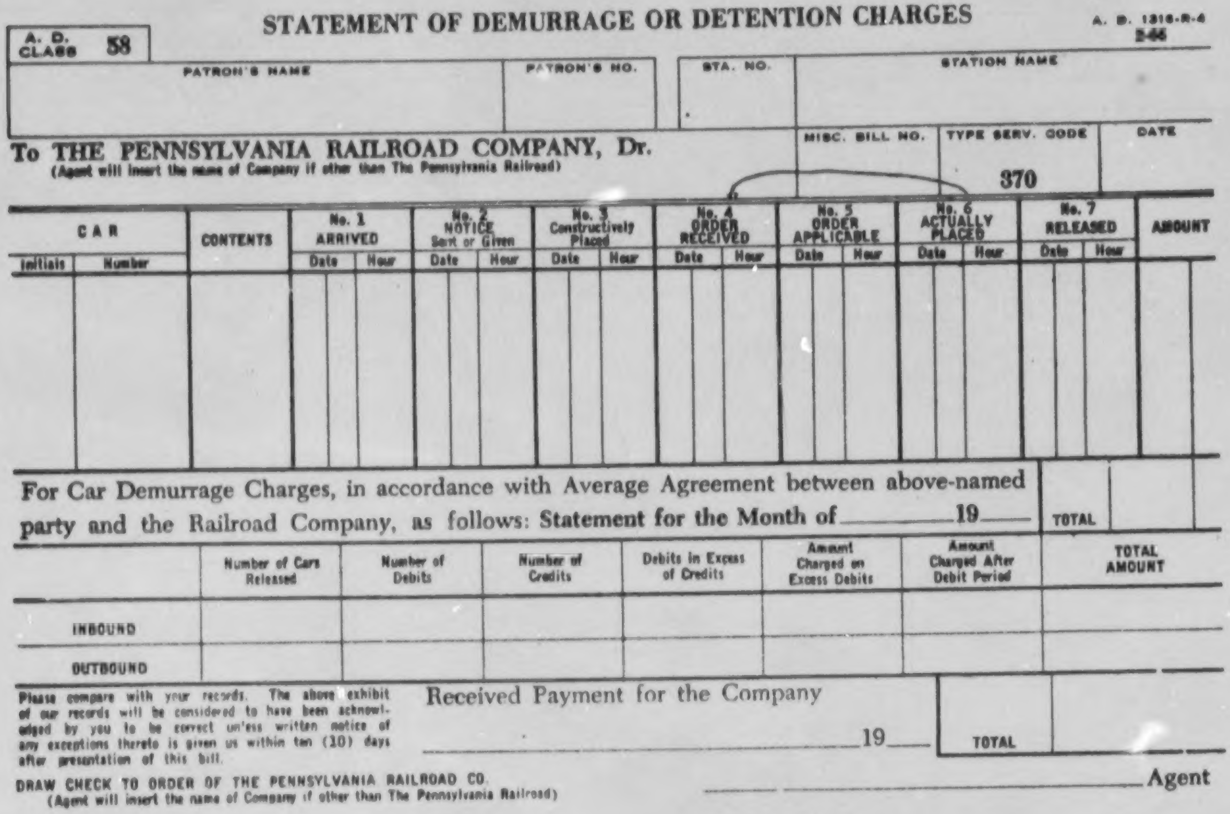
19

AGENT.

Figure 10

DEMURRAGE

After the freight reaches its destination, it may be necessary to hold the car longer than the usual 48-hour free time (The *first* Saturdays and Sundays are not included in the 48 hours). Perhaps it cannot be loaded or unloaded in the 48 hour period; then, the railroad on whose property the freight car is parked fills out a "Statement of Demurrage" (Figure 11) to the carrier of the freight car. As noted earlier, the carrier is charged for the extra days he spends on the property.



STATEMENT OF DEMURRAGE OR DETENTION CHARGES

A. D. CLASS 58

A. D. 1316-R-4
2-66

PATRON'S NAME	PATRON'S NO.	STA. NO.	STATION NAME

To THE PENNSYLVANIA RAILROAD COMPANY, Dr.
(Agent will insert the name of Company if other than The Pennsylvania Railroad)

MISC. BILL NO.	TYPE SERV. CODE	DATE
	370	

CAR		CONTENTS	No. 1 ARRIVED		No. 2 NOTICE Sent or Given		No. 3 Constructively Placed		No. 4 ORDER RECEIVED		No. 5 ORDER APPLICABLE		No. 6 ACTUALLY PLACED		No. 7 RELEASED		AMOUNT
Initials	Number		Date	Hour	Date	Hour	Date	Hour	Date	Hour	Date	Hour	Date	Hour	Date	Hour	

For Car Demurrage Charges, in accordance with Average Agreement between above-named party and the Railroad Company, as follows: **Statement for the Month of ________ 19____** TOTAL

	Number of Cars Released	Number of Debits	Number of Credits	Debits in Excess of Credits	Amount Charged on Excess Debits	Amount Charged After Debit Period	TOTAL AMOUNT
INBOUND							
OUTBOUND							

Please compare with your records. The above exhibit of our records will be considered to have been acknowledged by you to be correct unless written notice of any exceptions thereto is given us within ten (10) days after presentation of this bill.

Received Payment for the Company

____________________ 19____ TOTAL

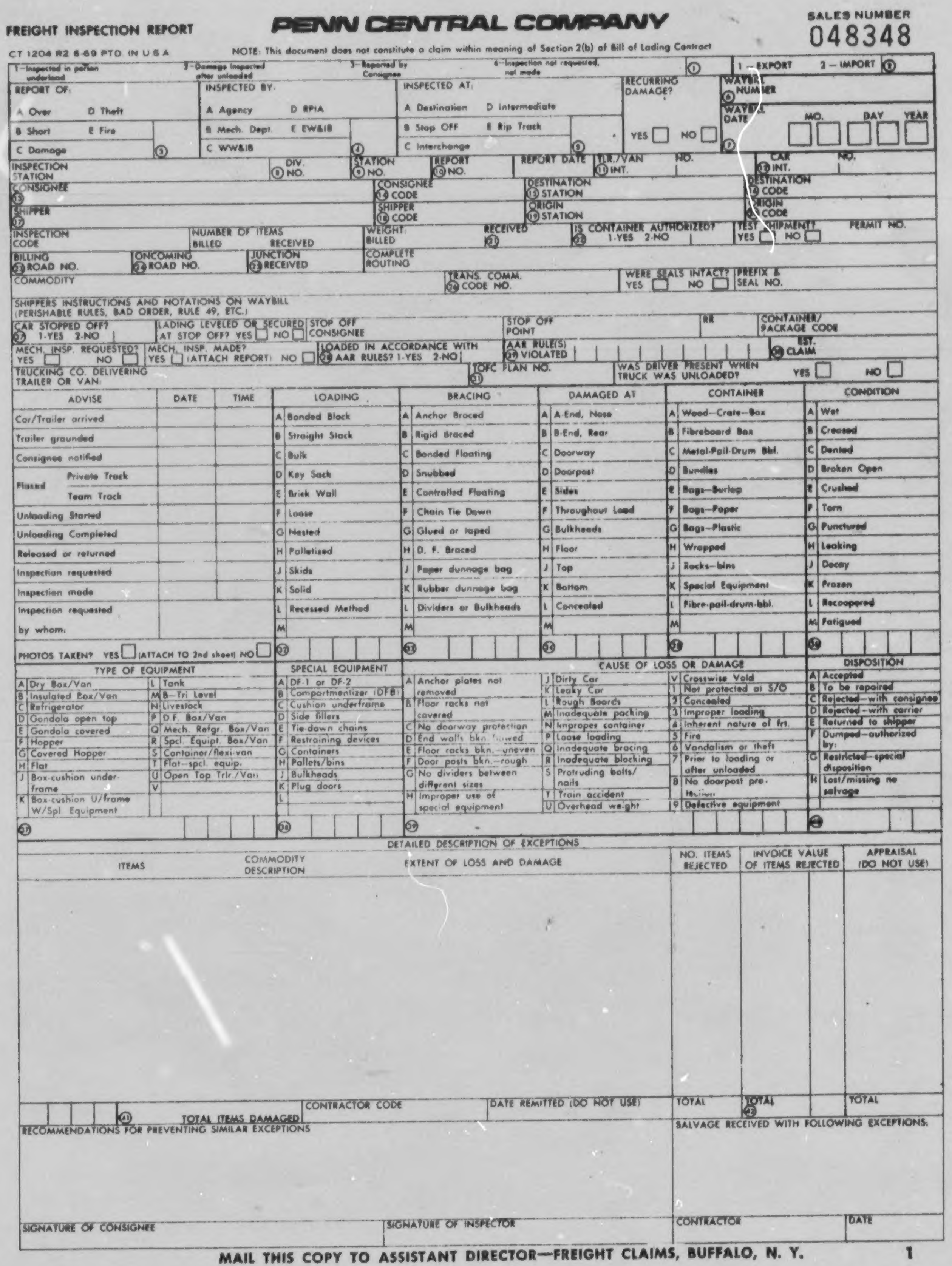
DRAW CHECK TO ORDER OF THE PENNSYLVANIA RAILROAD CO.
(Agent will insert the name of Company if other than The Pennsylvania Railroad)

____________________ Agent

Figure 11

DAMAGED GOODS

The consignee may claim that the goods he has received were damaged in transit. If this happens, then the carrier's claim agent must decide whether or not this is true. If it is, then the agent must determine how the goods were damaged. He then fills out a Freight Inspection Report (Figure 12) giving the details of any loss or damage to the freight. Then a form for Presentation of Loss and Damage Claims must be filled (Figure 13) giving details of the loss or damage.



FREIGHT INSPECTION REPORT

PENN CENTRAL COMPANY

SALES NUMBER
048348

CT 1204 R2 6-69 PTD. IN U.S.A.

NOTE: This document does not constitute a claim within meaning of Section 2(b) of Bill of Lading Contract

1—Inspected in person underload | 2—Damage inspected after unloaded | 3—Reported by Consignee | 4—Inspection not requested, not made ① | 1 — EXPORT 2 — IMPORT ②

REPORT OF: A Over D Theft B Short E Fire C Damage ③	INSPECTED BY: A Agency D RPIA B Mech. Dept. E EW&IB C WW&IB ④	INSPECTED AT: A Destination D Intermediate B Stop Off E Rip Track C Interchange ⑤	RECURRING DAMAGE? YES ☐ NO ☐	⑥ WAYBILL NUMBER ⑦ WAYBILL DATE MO. ☐☐ DAY ☐☐ YEAR ☐

INSPECTION STATION | ⑧ DIV. NO. | ⑨ STATION NO. | ⑩ REPORT NO. | REPORT DATE | ⑪ TLR./VAN INT. NO. | ⑫ CAR INT. NO.

⑬ CONSIGNEE | ⑭ CONSIGNEE CODE | ⑮ DESTINATION STATION | ⑯ DESTINATION CODE

⑰ SHIPPER | ⑱ SHIPPER CODE | ⑲ ORIGIN STATION | ⑳ ORIGIN CODE

INSPECTION CODE | NUMBER OF ITEMS BILLED RECEIVED | WEIGHT: BILLED | ㉑ RECEIVED | ㉒ IS CONTAINER AUTHORIZED? 1-YES 2-NO | TEST SHIPMENT? YES ☐ NO ☐ | PERMIT NO.

㉓ BILLING ROAD NO. | ㉔ ONCOMING ROAD NO. | ㉕ JUNCTION RECEIVED | COMPLETE ROUTING

COMMODITY | ㉖ TRANS. COMM. CODE NO. | WERE SEALS INTACT? YES ☐ NO ☐ | PREFIX & SEAL NO.

SHIPPERS INSTRUCTIONS AND NOTATIONS ON WAYBILL (PERISHABLE RULES, BAD ORDER, RULE 49, ETC.)

㉗ CAR STOPPED OFF? 1-YES 2-NO | LADING LEVELED OR SECURED AT STOP OFF? YES ☐ NO ☐ | STOP OFF CONSIGNEE | STOP OFF POINT | RR | CONTAINER/PACKAGE CODE

MECH. INSP. REQUESTED? YES ☐ NO ☐ | MECH. INSP. MADE? YES ☐ (ATTACH REPORT) NO ☐ | ㉘ LOADED IN ACCORDANCE WITH AAR RULES? 1-YES 2-NO | ㉙ AAR RULE(S) VIOLATED | ㉚ EST. CLAIM

TRUCKING CO. DELIVERING TRAILER OR VAN: | ㉛ TOFC PLAN NO. | WAS DRIVER PRESENT WHEN TRUCK WAS UNLOADED? YES ☐ NO ☐

ADVISE	DATE	TIME	LOADING	BRACING	DAMAGED AT	CONTAINER	CONDITION
Car/Trailer arrived			A Bonded Block	A Anchor Braced	A A-End, Nose	A Wood—Crate—Box	A Wet
Trailer grounded			B Straight Stack	B Rigid Braced	B B-End, Rear	B Fibreboard Box	B Creased
Consignee notified			C Bulk	C Bonded Floating	C Doorway	C Metal-Pail-Drum Bbl.	C Dented
Placed Private Track			D Key Sack	D Snubbed	D Doorpost	D Bundles	D Broken Open
Placed Team Track			E Brick Wall	E Controlled Floating	E Sides	E Bags—Burlap	E Crushed
Unloading Started			F Loose	F Chain Tie Down	F Throughout Load	F Bags—Paper	F Torn
Unloading Completed			G Nested	G Glued or taped	G Bulkheads	G Bags—Plastic	G Punctured
Released or returned			H Palletized	H D. F. Braced	H Floor	H Wrapped	H Leaking
Inspection requested			J Skids	J Paper dunnage bag	J Top	J Racks—bins	J Decay
Inspection made			K Solid	K Rubber dunnage bag	K Bottom	K Special Equipment	K Frozen
Inspection requested by whom:			L Recessed Method	L Dividers or Bulkheads	L Concealed	L Fibre-pail-drum-bbl.	L Recoopered
			M	M	M	M	M Fatigued
PHOTOS TAKEN? YES ☐ (ATTACH TO 2nd sheet) NO ☐			㉜	㉝	㉞	㉟	㊱

TYPE OF EQUIPMENT		SPECIAL EQUIPMENT
A Dry Box/Van	L Tank	A DF-1 or DF-2
B Insulated Box/Van	M B—Tri Level	B Compartmentizer (DFB)
C Refrigerator	N Livestock	C Cushion underframe
D Gondola open top	P D.F. Box/Van	D Side fillers
E Gondola covered	Q Mech. Refgr. Box/Van	E Tie-down chains
F Hopper	R Spcl. Equipt. Box/Van	F Restraining devices
G Covered Hopper	S Container/flexi-van	G Containers
H Flat	T Flat—spcl. equip.	H Pallets/bins
J Box-cushion under-frame	U Open Top Trlr./Van	J Bulkheads
K Box-cushion U/frame W/Spl. Equipment	V	K Plug doors
		L
㊲		㊳

CAUSE OF LOSS OR DAMAGE			DISPOSITION
A Anchor plates not removed	J Dirty Car	V Crosswise Void	A Accepted
B Floor racks not covered	K Leaky Car	1 Not protected at S/O	B To be repaired
C No doorway protection	L Rough Boards	2 Concealed	C Rejected—with consignee
D End walls bkn. bowed	M Inadequate packing	3 Improper loading	D Rejected—with carrier
E Floor racks bkn.—uneven	N Improper container	4 Inherent nature of frt.	E Returned to shipper
F Door posts bkn.—rough	P Loose loading	5 Fire	F Dumped—authorized by:
G No dividers between different sizes	Q Inadequate bracing	6 Vandalism or theft	G Restricted—special disposition
H Improper use of special equipment	R Inadequate blocking	7 Prior to loading or after unloaded	H Lost/missing no salvage
	S Protruding bolts/nails	8 No doorpost protection	
	T Train accident	9 Defective equipment	
	U Overhead weight		
㊴			㊵

DETAILED DESCRIPTION OF EXCEPTIONS

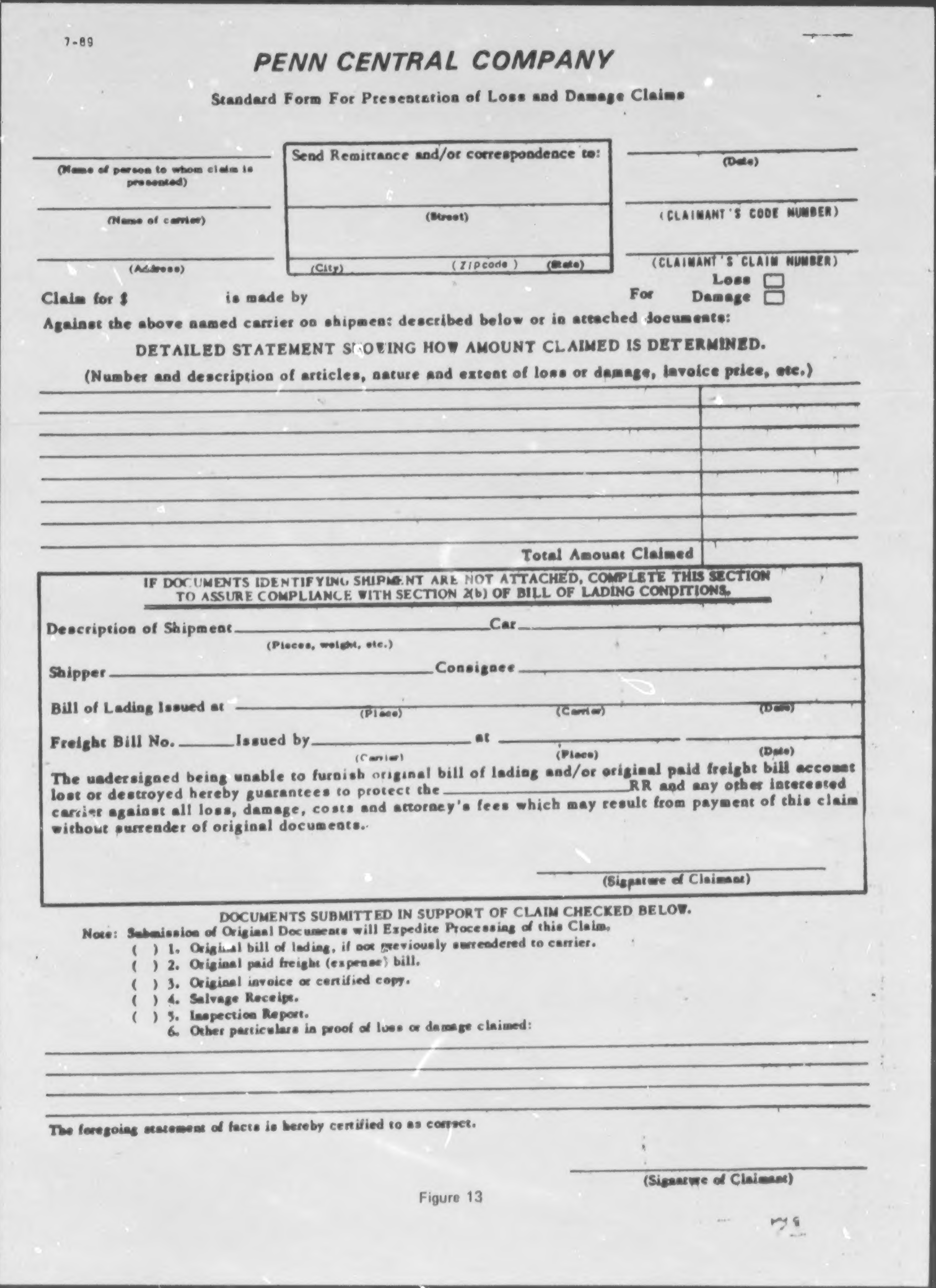
ITEMS	COMMODITY DESCRIPTION	EXTENT OF LOSS AND DAMAGE	NO. ITEMS REJECTED	INVOICE VALUE OF ITEMS REJECTED	APPRAISAL (DO NOT USE)
㊶ TOTAL ITEMS DAMAGED	CONTRACTOR CODE	DATE REMITTED (DO NOT USE)	TOTAL	㊷ TOTAL	TOTAL

RECOMMENDATIONS FOR PREVENTING SIMILAR EXCEPTIONS | SALVAGE RECEIVED WITH FOLLOWING EXCEPTIONS:

SIGNATURE OF CONSIGNEE | SIGNATURE OF INSPECTOR | CONTRACTOR | DATE

MAIL THIS COPY TO ASSISTANT DIRECTOR—FREIGHT CLAIMS, BUFFALO, N. Y. 1

Figure 12



7-89

PENN CENTRAL COMPANY

Standard Form For Presentation of Loss and Damage Claims

(Name of person to whom claim is presented)

(Name of carrier)

(Address)

Send Remittance and/or correspondence to:

(Street)

(City) (ZIPcode) (State)

(Date)

(CLAIMANT'S CODE NUMBER)

(CLAIMANT'S CLAIM NUMBER)

Claim for $ is made by For Loss ☐ Damage ☐

Against the above named carrier on shipment described below or in attached documents:

DETAILED STATEMENT SHOWING HOW AMOUNT CLAIMED IS DETERMINED.

(Number and description of articles, nature and extent of loss or damage, invoice price, etc.)

Total Amount Claimed

IF DOCUMENTS IDENTIFYING SHIPMENT ARE NOT ATTACHED, COMPLETE THIS SECTION TO ASSURE COMPLIANCE WITH SECTION 2(b) OF BILL OF LADING CONDITIONS.

Description of Shipment ____________ Car ____________

(Pieces, weight, etc.)

Shipper ____________ Consignee ____________

Bill of Lading Issued at ____________ (Place) (Carrier) (Date)

Freight Bill No. ______ Issued by ____________ at ____________ ____________

(Carrier) (Place) (Date)

The undersigned being unable to furnish original bill of lading and/or original paid freight bill account lost or destroyed hereby guarantees to protect the ____________ RR and any other interested carrier against all loss, damage, costs and attorney's fees which may result from payment of this claim without surrender of original documents.

(Signature of Claimant)

DOCUMENTS SUBMITTED IN SUPPORT OF CLAIM CHECKED BELOW.

Note: Submission of Original Documents will Expedite Processing of this Claim.

( ) 1. Original bill of lading, if not previously surrendered to carrier.
( ) 2. Original paid freight (expense) bill.
( ) 3. Original invoice or certified copy.
( ) 4. Salvage Receipt.
( ) 5. Inspection Report.
6. Other particulars in proof of loss or damage claimed:

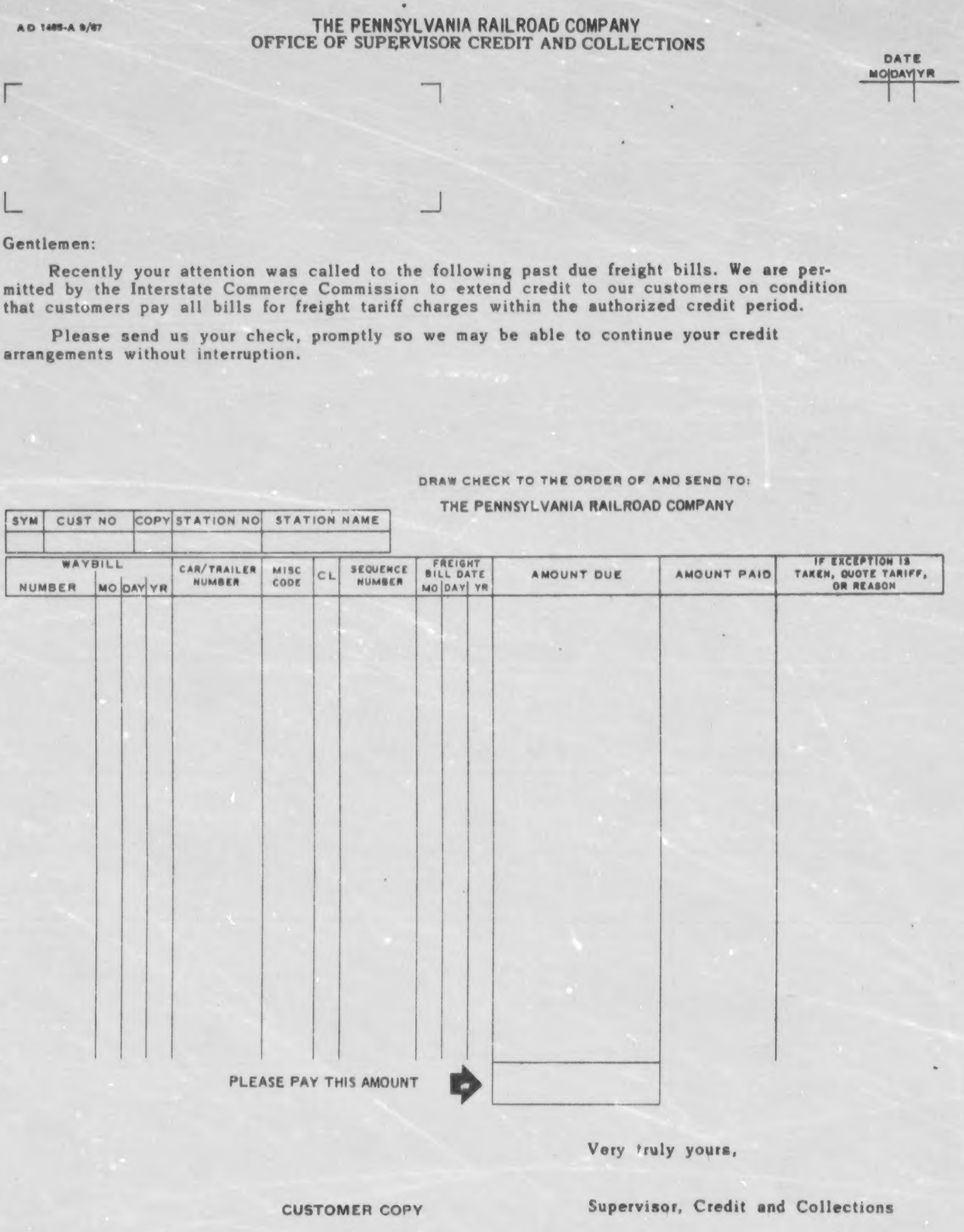
The foregoing statement of facts is hereby certified to as correct.

(Signature of Claimant)

Figure 13

PAST DUE FREIGHT BILL

As noted earlier, goods are shipped either *Prepaid* or *Collect*. Collect freight charges are paid at the destination station by the consignee; prepaid freight charges are paid at the originating station by the shipper. If a shipper does not wish to pay in advance, he can be placed on the credit list. Being on the list allows the shipper a 24 to 48-hour period in which to pay for delivery of the goods. If the shipper does not pay within this time period, he receives a Past Due Freight Bill (Figure 14).



A D 1485-A 9/67

THE PENNSYLVANIA RAILROAD COMPANY
OFFICE OF SUPERVISOR CREDIT AND COLLECTIONS

DATE

MO	DAY	YR

Gentlemen:

Recently your attention was called to the following past due freight bills. We are permitted by the Interstate Commerce Commission to extend credit to our customers on condition that customers pay all bills for freight tariff charges within the authorized credit period.

Please send us your check, promptly so we may be able to continue your credit arrangements without interruption.

DRAW CHECK TO THE ORDER OF AND SEND TO:

THE PENNSYLVANIA RAILROAD COMPANY

SYM	CUST NO	COPY	STATION NO	STATION NAME

WAYBILL NUMBER	MO	DAY	YR	CAR/TRAILER NUMBER	MISC CODE	CL	SEQUENCE NUMBER	FREIGHT BILL DATE MO	DAY	YR	AMOUNT DUE	AMOUNT PAID	IF EXCEPTION IS TAKEN, QUOTE TARIFF, OR REASON

PLEASE PAY THIS AMOUNT ➡

Very truly yours,

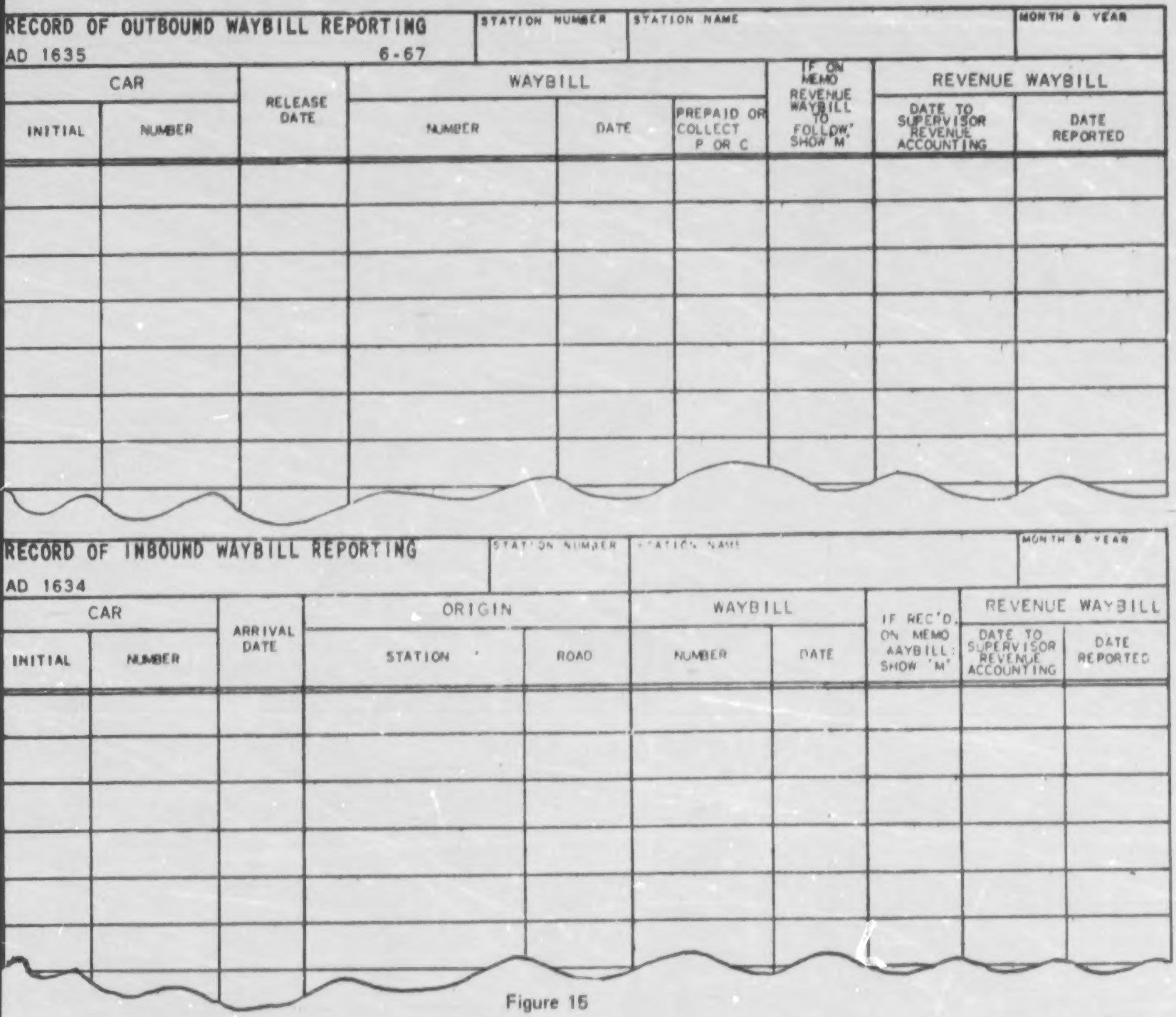
CUSTOMER COPY

Supervisor, Credit and Collections

Figure 14

In addition, the Chief Clerk in the railroad office is responsible for sending in certain monthly reports such as a record of *Outbound Waybills* and *Inbound Waybills* (Figure 15). He must also file a yearly *Station Operation Report* (Figure 16) in which the number of employees and carloads in each station within a jurisdiction, or region, are summarized.

These are some of the main forms used by railroads. There are others that cover special situations. You will probably not come in contact with all these forms. But it is a good idea to know about them, and how much clerical work it takes to run a railroad.



RECORD OF OUTBOUND WAYBILL REPORTING
AD 1635 6-67

STATION NUMBER	STATION NAME	MONTH & YEAR

CAR		RELEASE DATE	WAYBILL			IF ON MEMO REVENUE WAYBILL TO FOLLOW, SHOW 'M'	REVENUE WAYBILL	
INITIAL	NUMBER		NUMBER	DATE	PREPAID OR COLLECT P OR C		DATE TO SUPERVISOR REVENUE ACCOUNTING	DATE REPORTED

RECORD OF INBOUND WAYBILL REPORTING
AD 1634

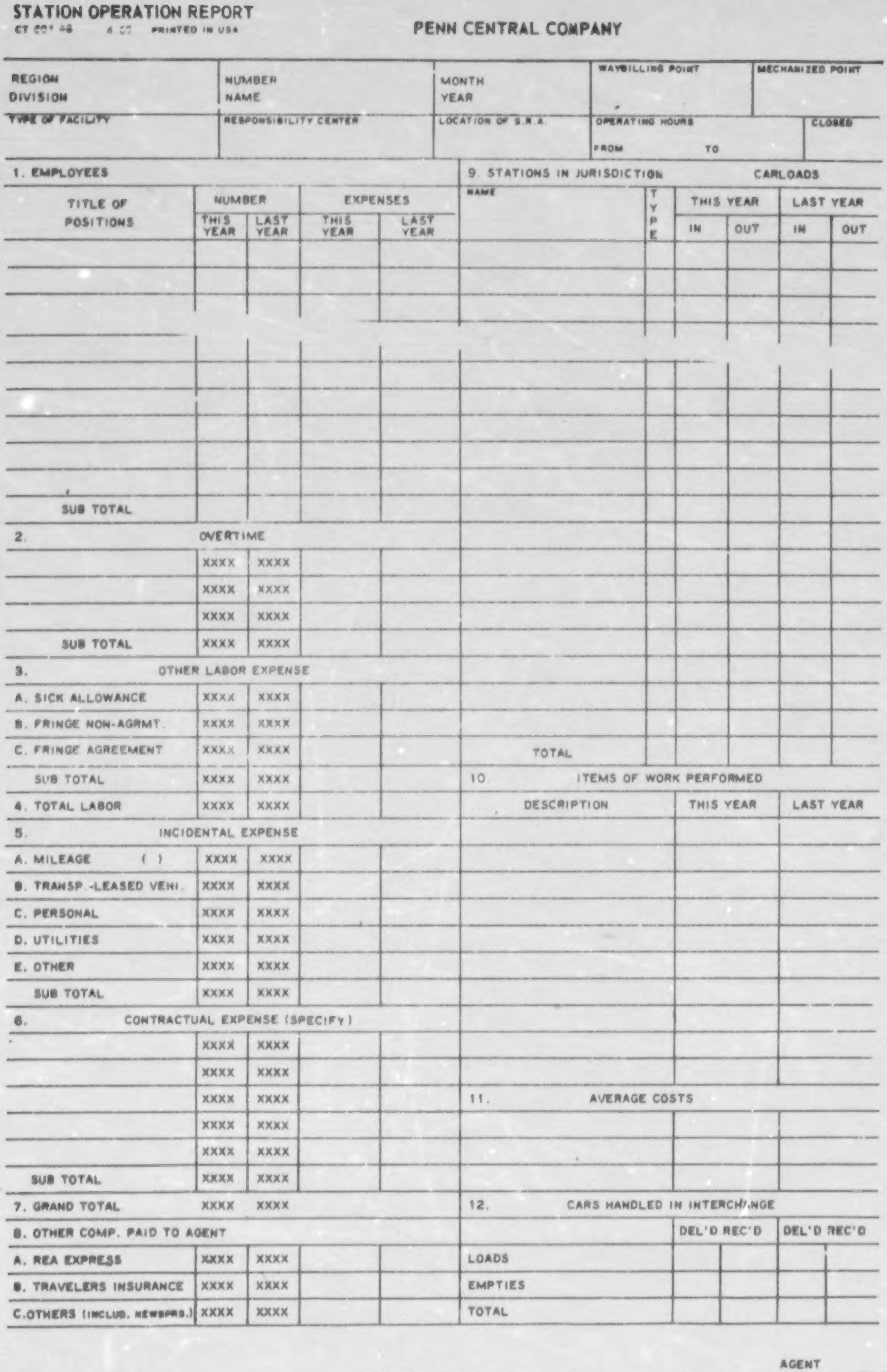
STATION NUMBER	STATION NAME	MONTH & YEAR

CAR		ARRIVAL DATE	ORIGIN		WAYBILL		IF REC'D ON MEMO WAYBILL: SHOW 'M'	REVENUE WAYBILL	
INITIAL	NUMBER		STATION	ROAD	NUMBER	DATE		DATE TO SUPERVISOR REVENUE ACCOUNTING	DATE REPORTED

Figure 15

71

FS-17



STATION OPERATION REPORT
CT [illegible] 4. [illegible] PRINTED IN USA

PENN CENTRAL COMPANY

REGION DIVISION	NUMBER NAME	MONTH YEAR	WAYBILLING POINT	MECHANIZED POINT
TYPE OF FACILITY	RESPONSIBILITY CENTER	LOCATION OF S.R.A.	OPERATING HOURS FROM TO	CLOSED

1. EMPLOYEES

TITLE OF POSITIONS	NUMBER		EXPENSES	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
SUB TOTAL				
2. OVERTIME				
	XXXX	XXXX		
	XXXX	XXXX		
	XXXX	XXXX		
SUB TOTAL	XXXX	XXXX		
3. OTHER LABOR EXPENSE				
A. SICK ALLOWANCE	XXXX	XXXX		
B. FRINGE NON-AGRMT.	XXXX	XXXX		
C. FRINGE AGREEMENT	XXXX	XXXX		
SUB TOTAL	XXXX	XXXX		
4. TOTAL LABOR	XXXX	XXXX		
5. INCIDENTAL EXPENSE				
A. MILEAGE ( )	XXXX	XXXX		
B. TRANSP.-LEASED VEHI.	XXXX	XXXX		
C. PERSONAL	XXXX	XXXX		
D. UTILITIES	XXXX	XXXX		
E. OTHER	XXXX	XXXX		
SUB TOTAL	XXXX	XXXX		
6. CONTRACTUAL EXPENSE (SPECIFY)				
	XXXX	XXXX		
	XXXX	XXXX		
	XXXX	XXXX		
	XXXX	XXXX		
	XXXX	XXXX		
SUB TOTAL	XXXX	XXXX		
7. GRAND TOTAL	XXXX	XXXX		
8. OTHER COMP. PAID TO AGENT				
A. REA EXPRESS	XXXX	XXXX		
B. TRAVELERS INSURANCE	XXXX	XXXX		
C. OTHERS (INCLUD. NEWSPRS.)	XXXX	XXXX		

9. STATIONS IN JURISDICTION CARLOADS

NAME	TYPE	THIS YEAR		LAST YEAR	
		IN	OUT	IN	OUT
TOTAL					

10. ITEMS OF WORK PERFORMED

DESCRIPTION	THIS YEAR	LAST YEAR

11. AVERAGE COSTS

12. CARS HANDLED IN INTERCHANGE

	DEL'D	REC'D	DEL'D	REC'D
LOADS				
EMPTIES				
TOTAL				

AGENT

Figure 16

Classroom Quiz

1. Which of these forms is a legal contract?

   Switch list

   Bill of Lading

   Freight waybill

2. Who fills out a freight waybill?

   Carrier agent

   Switchman

   Shipper

3. Does the switchman have the bill of lading?

   Yes

   No

4. Can a train be put together without a switch list?

   Yes

   No

5. Does the switch list tell the cost of shipping goods?

   Yes

   No

6. Does the Bill of Lading travel with the freight?

   Yes

   No

7. The Shipping Order is usually the triplicate copy of the Bill of Lading.

   Yes

   No

8. Constructive Placement means:

   A good location

   Consignee has a siding that the carrier can use for unloading

   Employees are placed in jobs according to their skills

9. A list giving the make-up of completely assembled train is called:

   A consist

   Loaded

   A Turn-Over train

10. Prepaid freight charges are paid:

At the originating station by the shipper

By the government

By the consignee at the destination station

F5-19

PART 6

MODERN OFFICE EQUIPMENT

Part 6

Modern Office Equipment

As you have learned, there is a large amount of paper work involved in keeping the railroads running. So the railroads, like all big industries, use the best methods they can to keep up with all this work.

There are many machines that help speed up office work. There is the simple, hand-operated adding machine that adds long columns of figures. There are electric-powered machines that do many things—add, subtract, divide, multiply—things that take us a long time to do on paper. There is also more complicated equipment that not only can do basic arithmetic, but can figure out such things as percentages. You will see machines like these being used in the railroad office where you work.

THE COMPUTER

The machine that has caused the biggest revolution in office work is the computer. You probably learned about the computer as you learned how to key punch. But do you know why the computer is being used so much in banks, department stores, and insurance companies, as well as railroad offices?

First, the computer is speedy. It may take a single person 10 seconds to add two four-digit numbers together. In that time a medium-size computer could add a million four-digit numbers together!

Second, the computer is accurate. For example, some people find it hard to keep straight just how much money they have in the bank. To do so, a person must keep track of how many checks he writes and the amount of each check. Then he must subtract this from what he has in the bank. The remainder is the bank balance. Imagine then, how long it would take to balance 10,000 checking accounts. A computer can do just that—and in only 10 seconds.

Third, the computer can do many things. It can do much more than just add, subtract, multiply, and divide. It is like a washing machine that not only washes the clothes, but sorts them out, irons them, and puts them away. By giving it instructions, the computer can sort data (information), straighten data out, and store it away.

If asked to, the computer can compare two numbers to find out if one is larger than, smaller than, or equal to the other. How does the computer do all these things? It goes through a cycle of *input, processing,* and *output.*

Input is the information and the instructions telling what is to be done with the information.

Processing is the following of the instructions in working out a problem with the information.

Output is the answer or solution to the problem that the computer was asked to solve.

Again the computer can be compared to the washing machine. For the washing machine, the input is dirty clothes and soap. The processing is the washing of the clothes. The output is the same clothes—clean.

COMPUTERS IN RAILWAY OFFICES

The computer is used in railway offices the same way it is used in other large offices. Computers are used in the accounting department to keep company records straight; in billing departments to figure out how much customers owe; and in payroll departments to help prepare employees' pay checks.

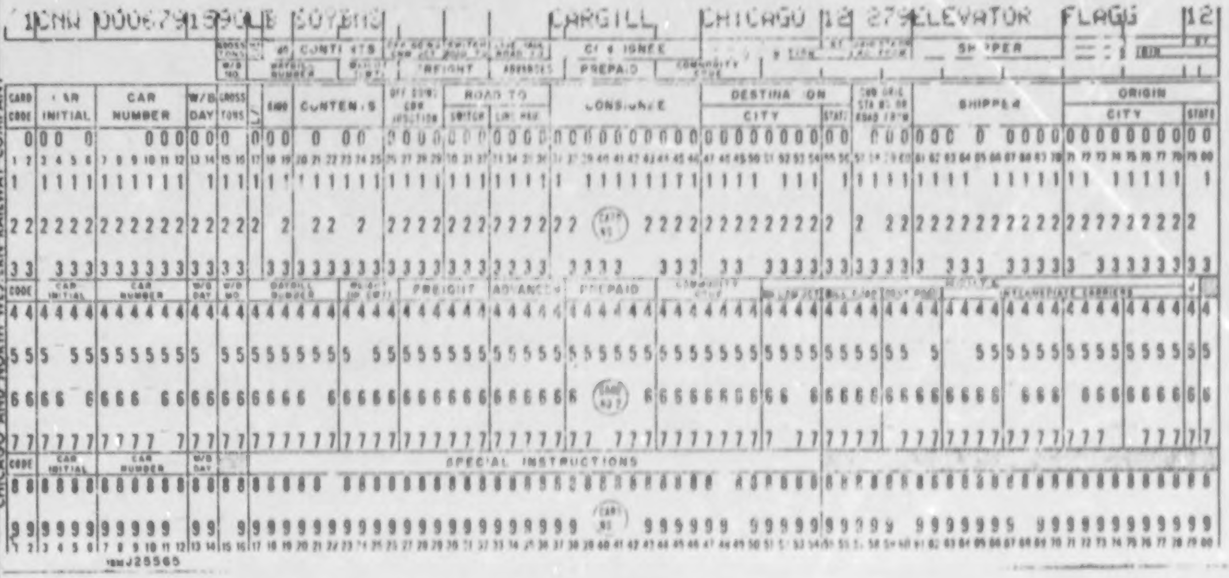
But the computer helps in a special way in the railroad industry. There, computers are used to keep track of freight cars that come into and go out of the railroad yard. The computers record who the freight cars belong to, where they came from, and where they are going. The computer also records anything special that may have happened to the freight car while in the railroad yard. For example, it may have gone into the shop for repairs. In this way, a complete record on all cars in the yard is kept by the computer. This information is kept for the records of the railroad company for which you work. It is also sent to the railroads whose freight cars come into your company's yard.

As a railroad clerk with key punch skills you may do this work. The railroad company you work for will teach you their methods, since every railroad does not operate in the same way.

The information that is key punched on a railroad data card comes from the freight waybill. You remember that this is the form that travels with each freight car. The waybills for each car are brought into the railroad office by the conductor.

In the office, additional information is added to the waybill, such as any change in routing of the car, the track the car is to go out on, and any special instructions about the shipment. This information is then key punched for the computer.

As you have learned, data is put into the computer from punched cards, punched paper tape, or magnetic tape. Punched cards are widely used. On them, the information punched by the key punch operator is recorded as small square holes scattered on the card.


1CNW 000679159CLE SOYBNS
CARGILL
CHICAGO 12 279ELEVATOR
FLAGG 12
CARD CODE
CAR INITIAL
CAR NUMBER
W/B DAY
GROSS TONS
CONTENTS
ROAD TO
CONSIGNEE
DESTINATION
CITY
STATE
SHIPPER
ORIGIN
CITY
STATE
FREIGHT
ADVANCES
PREPAID
SPECIAL INSTRUCTIONS

A Typical Railroad Data Card

Perhaps you already know what a data card looks like. A common railroad data card measures 7 3/8 inches by 3 1/4 inches. The card is divided into 80 vertical areas called card columns. They number 1 to 80 from left to right of the card.

Each of the 80 columns stands for different information, such as gross tons, net tons, destination, state, consignee, waybill number, and so forth. To completely spell out this information on a card as small as a data card would be impossible. So railroad companies use codes.

For example, a freight car arrives at a terminal in a Penn Central train. It is then routed out of the terminal over Chesapeake and Ohio tracks. The card would be punched with the Penn Central code number in a certain column, and the Chesapeake and Ohio in another column.

Abbreviations are used for cities. These are standard abbreviations used by all railroad companies. It is helpful for a key punch operator to learn them well.

The general information on a railroad data card is often printed at the top so that it can be read by people as well as machines.

The corner of a data card is cut so that at a glance it can be seen whether all of the cards in a group are facing the same direction and are right side up.

Much of the information you key punch will be sent over a teletype directly into the computers of the companies whose freight cars come into your company's rail yard.

The accuracy of the information that is sent to the other railroads depends on your key punching. So it is important always to be accurate. If in doubt about how to punch a certain piece of information correctly, ask a more experienced operator or your supervisor.

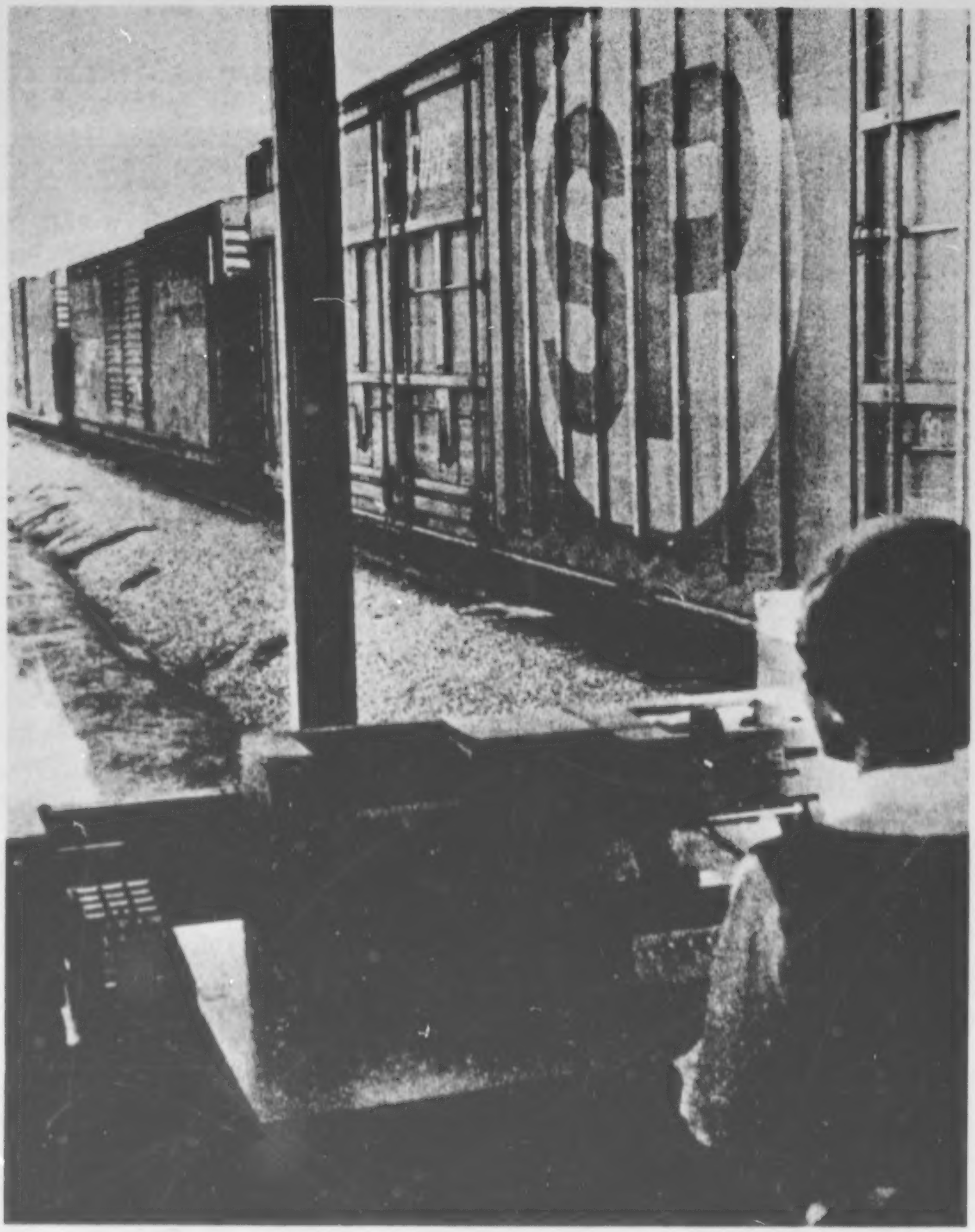
Classroom Quiz

1. Discuss why the computer is helpful in office work.

2. Explain:
   (a) Input
   (b) Processing
   (c) Output

3. The information that is key punched on the railroad data card comes from:
   (a) the conductor
   (b) the freight waybill
   (c) the railroad agent

4. Can a computer be fed by any other means than a punched card. If so, what are they?



Southern Pacific Company

Trackside scanning station records classification data on passing freight cars and relays information by electronic communications network to central office.

PART 7

TYPES OF RAILROAD EQUIPMENT

Part 7

Railroad Equipment

A railroad owns passenger, freight, and work cars. These cars are called the railroad's *rolling stock*. As a railroad clerk you will be working mostly with freight cars.

There are more than 2,000,000 freight cars in the United States. Most freight cars are about 45 feet long. But some are as long as 125 feet. Freight cars carry fresh fruits, vegetables, cattle, coal, iron, steel, logs, and many other things.

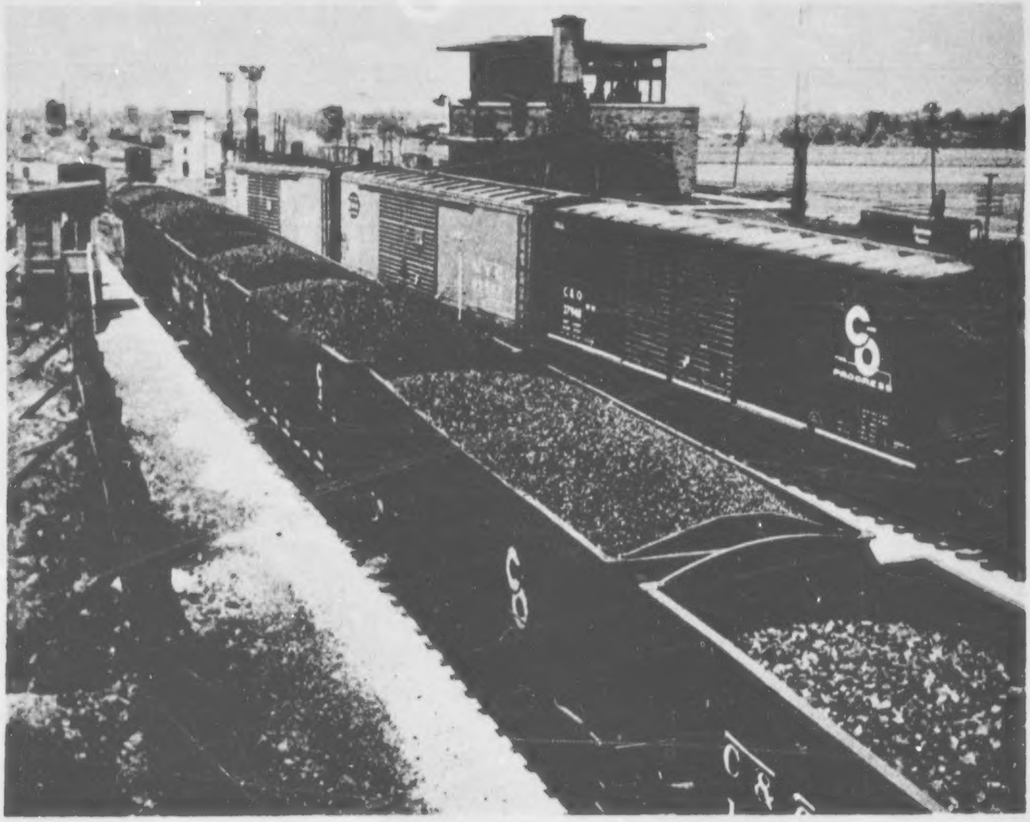
On the outside of each freight car is the car's number. The name or initials of the car's owner are there too. How big a load the car can carry is shown on the car. This load is called its *capacity*. Short forms of words are used to show this information:

CAPY—capacity, in pounds
CU FT—cubic foot capacity
EXW—extreme width
IL—inside length
IW—inside width
IH—inside height

Some freight cars are used to make up a special kind of freight train. This train is called a "unit" train. A unit train carries only one kind of cargo. This cargo is often coal. Long unit trainloads of coal go to places where huge piles of coal must be kept, such as power plants and coal dealers.

There are many different kinds of freight cars. Cattle are carried in one kind, milk in another kind, and coal in still another. You can see how different freight cars are from these pictures.

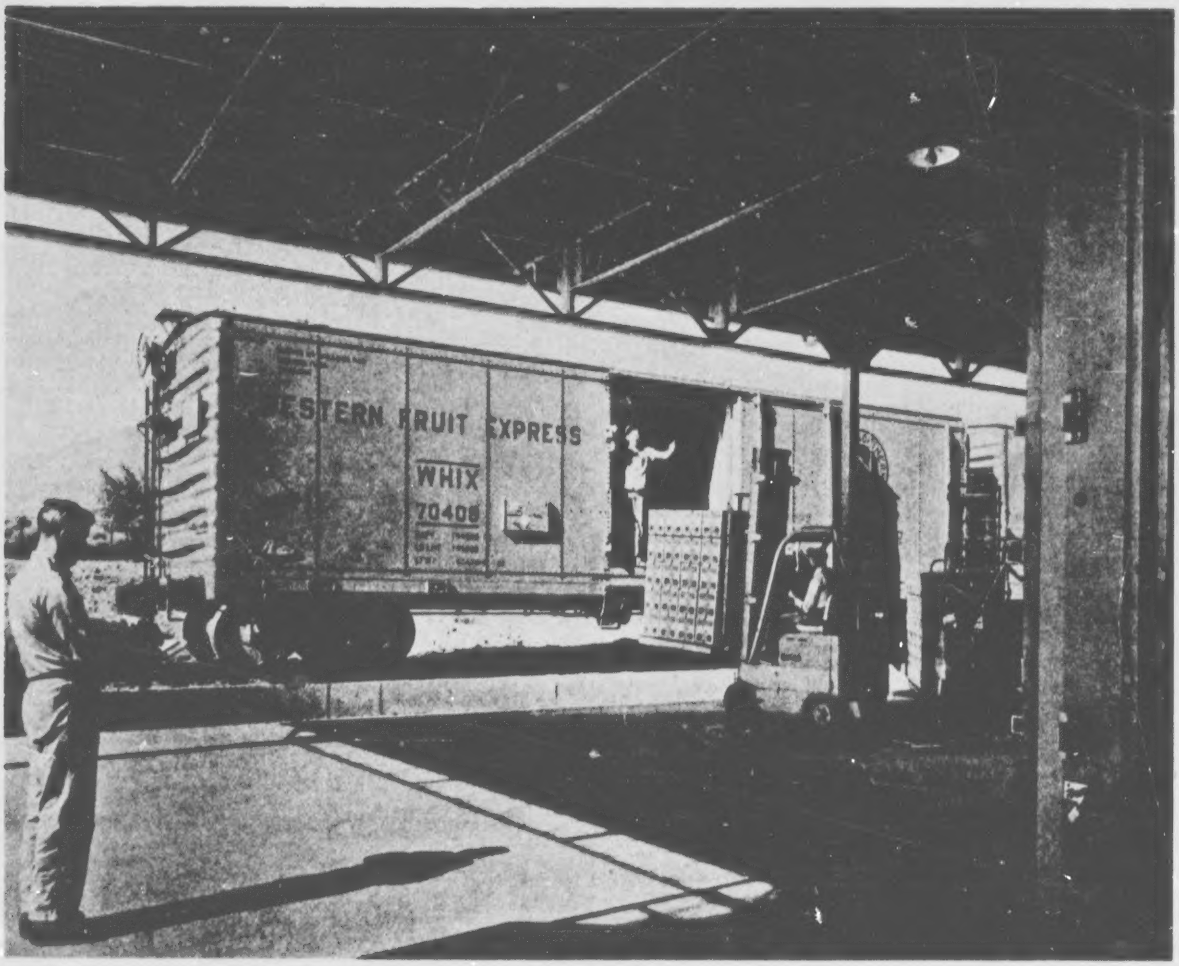
The most common type of freight car is the boxcar. It is called the "workhorse" of the freight car fleet. The standard steel boxcar carries many different kinds of freight such as canned goods, flour, soap, or automobile parts. A typical boxcar can carry a load of about 100,000 pounds.



Chesapeake and Ohio Railway

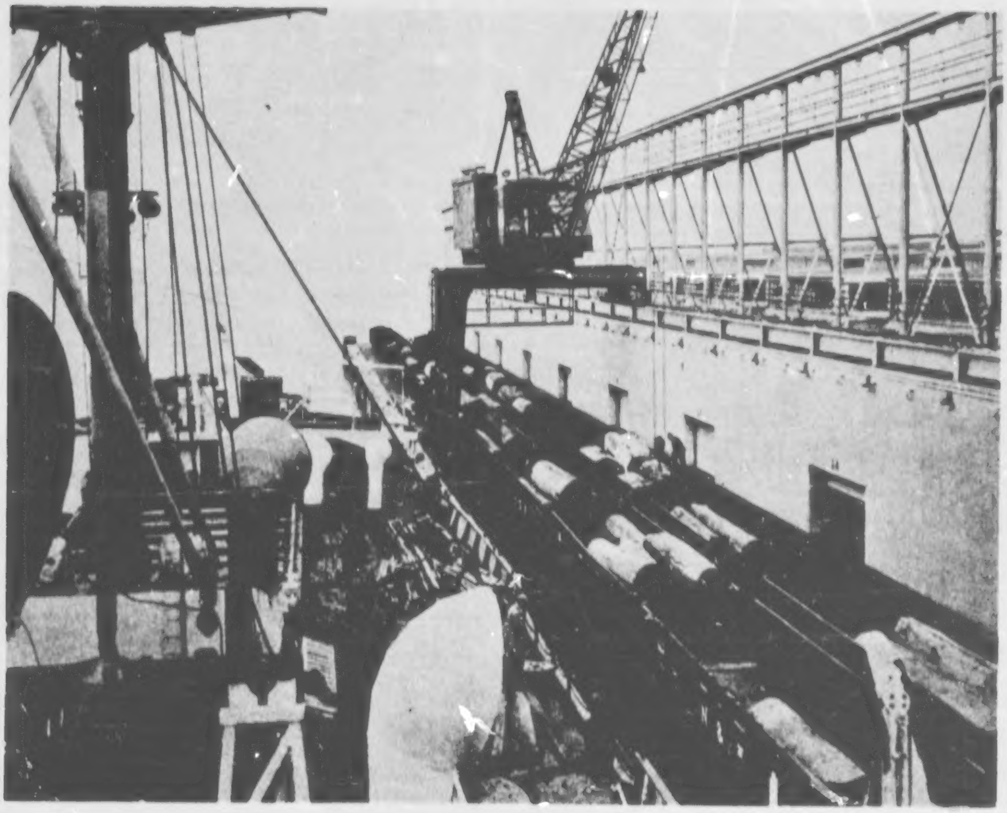
Hopper cars have high sides, and bottoms that slope down to two chutes for unloading. Hopper cars carry coal, ore, stone, and coke. Closed hopper cars carry flour, sugar, cement, and other goods that must be kept dry and clean. Some hoppers are especially built for hauling grain or cereals.

Refrigerator cars look like boxcars on the outside. They carry foods which must be kept cold. Some have ice bins or "bunkers" at each end of the car; others have overhead ice tanks; still others have mechanical refrigeration provided by electric power—like that of a home refrigerator.



Great Northern Railway

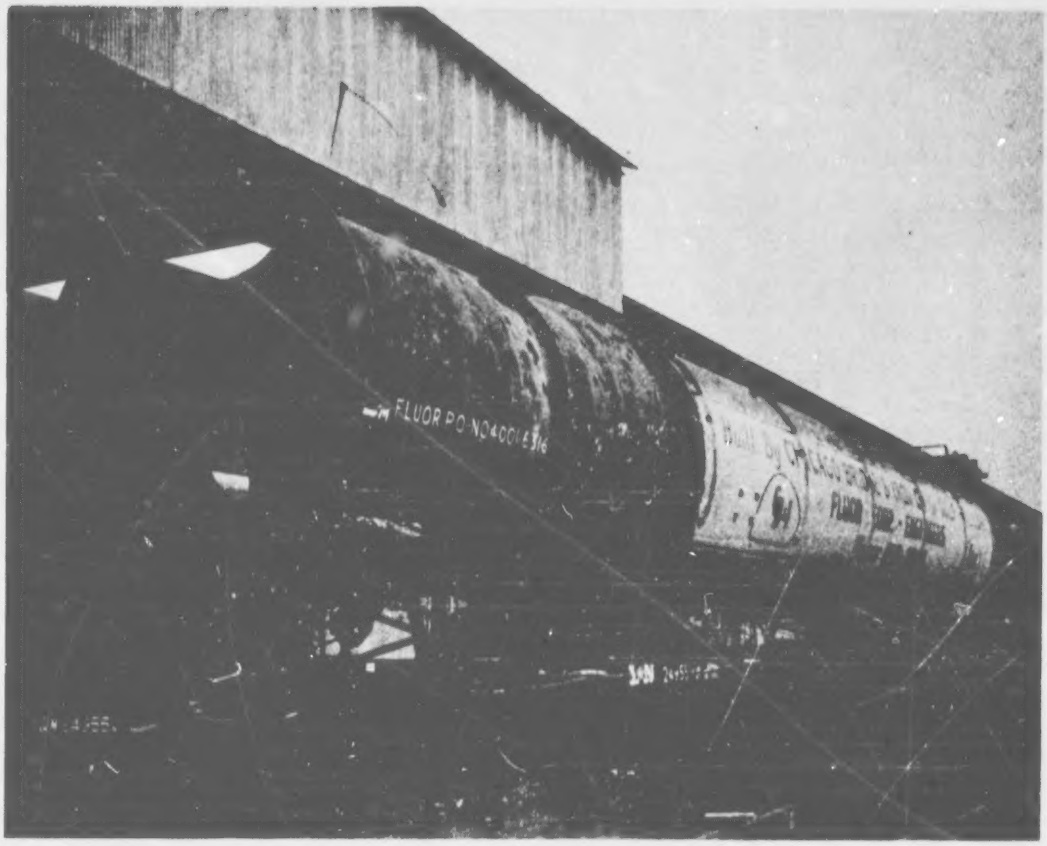
Gondolas are open-top cars. Most gondolas have flat, solid bottoms with low sides. They can have either solid ends or drop ends for unloading. Side doors can either drop or swing open for unloading. Some gondolas unload from the side by tilting the body of the car. Many gondolas have a removable cover for protecting goods. Gondolas are used to carry steel, logs, gravel, and other heavy loads.



Norfolk and Western Railway

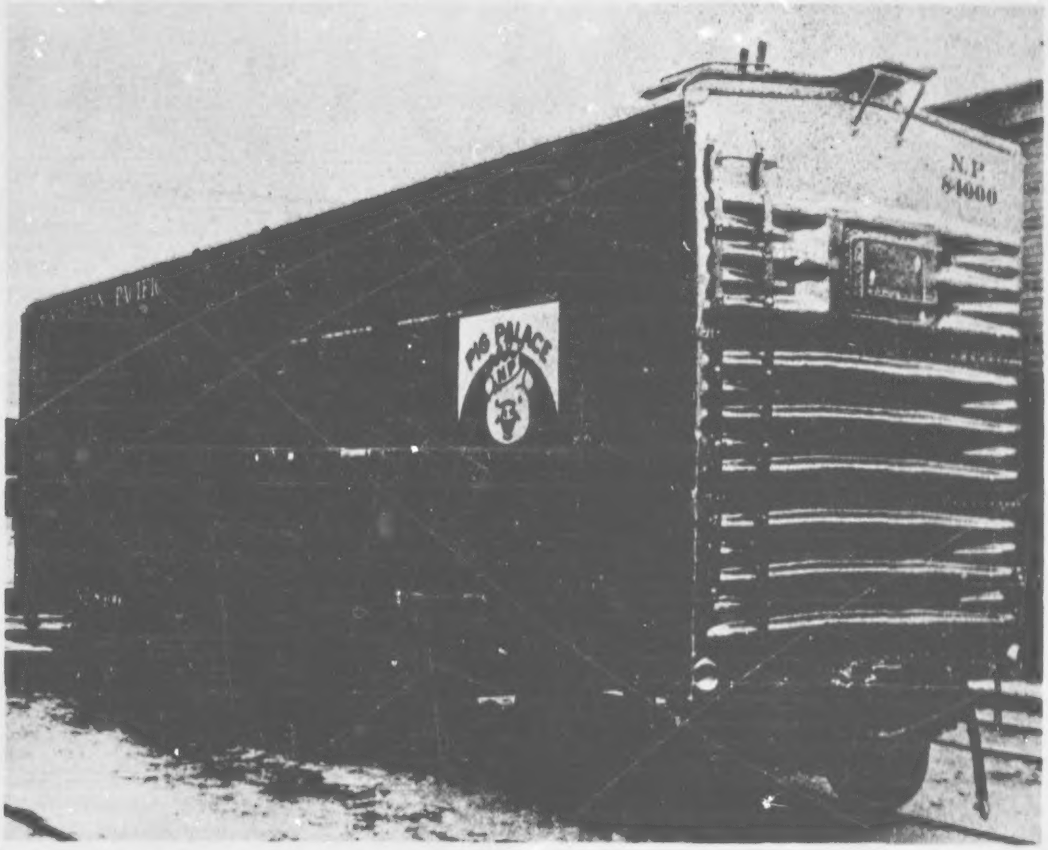
There are many different kinds of tank cars. Most tank cars are owned by oil refining companies, tank car companies, food processing companies, and chemical companies. Regular tank cars carry gasoline. Lightweight aluminum tank cars are used for carrying liquid chemicals. Tank cars are loaded and unloaded by pumping the liquids through the pipes.

There are several kinds of flat cars. The regular flat car has only a floor. It does not have sides or ends. Flat cars are built this way so that big pieces of equipment or machinery can be loaded and unloaded easily. There are flat cars with low center sections that are used for large and heavy freight. Bulkhead cars are flat cars with ends. They are used to carry wood to mills. A special kind of flat car for carrying large metal boxes is called a container flat car. Truck trailers are carried on special flat cars that are used in what is called "piggyback" service.



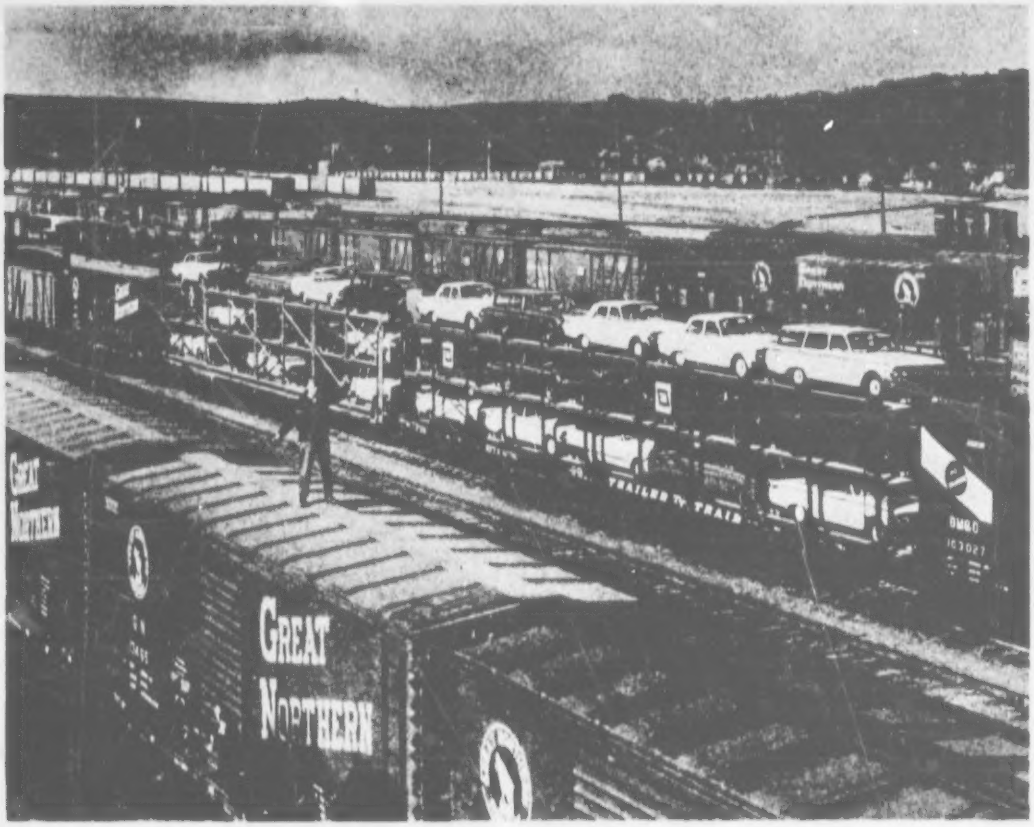
Louisville and Nashville

Stock cars have sides made of slats. The sides are made of slats so that the cattle will get fresh air. They are used to carry cattle and other livestock to market. Cars for sheep and hogs have two floors or "decks."



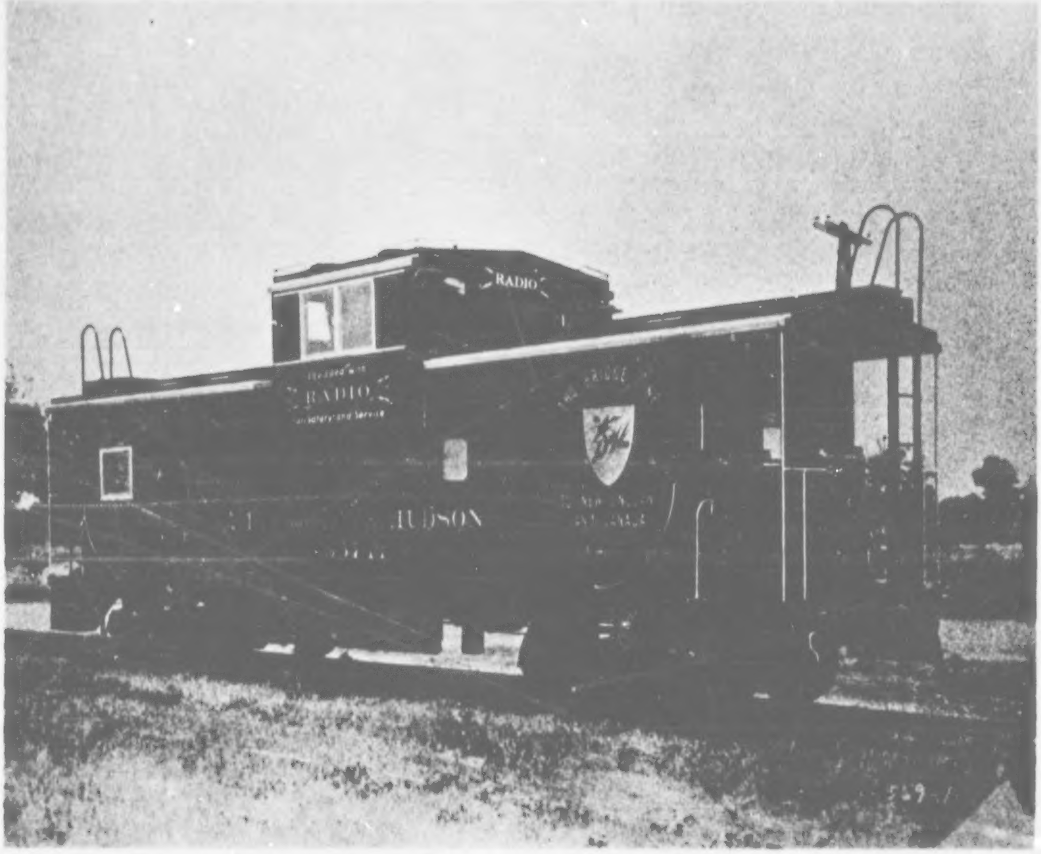
Northern Pacific Railway

Giant auto rack cars carry as many as 12 to 16 automobiles from the factory to the dealer.


GREAT NORTHERN
GREAT NORTHERN
TRAILER TRAIN

Great Northern Railway

The last car on the freight train is the caboose. It is the conductor's office and the train crew's home while on the road. A glassed-in peak on the roof is called the "cupola." From there the conductor or rear brakeman keeps an eye on the train.



Delaware and Hudson Railroad

Classroom Quiz

Now that you have become familiar with some of the railroad freight cars, see if you can answer these questions:

1. Which of these is not a kind of railroad car?
   (A) tank car
   (B) cable car
   (C) box car
2. Tank cars carry
   (A) vegetables
   (B) cotton
   (C) liquids
3. The term "rolling stock" means
   (A) passenger cars
   (B) both passenger and freight cars
   (C) freight cars
4. The most common type of freight car is the
   (A) boxcar
   (B) gondola
   (C) hopper
5. The last car on every freight train is
   (A) the stock car
   (B) the caboose
   (C) a flat car
6. The capacity of a freight car means
   (A) the goods it can carry
   (B) number of pounds it can carry
   (C) where it can travel

SECTION 2
TRADE UNIONS

The Union in Which You Will Be Participating

PART I

LABOR AND THE ECONOMY

Part I

Labor and the Economy

Who Is a Consumer? Every individual is a *consumer*. He uses food, housing, clothes, cars, medical care, and so on.

The things we use come from somewhere. Food comes from farms; housing is constructed from materials; clothes and cars are manufactured in factories; and doctors provide medical care.

What Is the Economy? The way in which food, housing, clothing, cars, and medical care are produced and get to us as consumers is through something called the *economy*. The economy consists of all those parts which are necessary and available to satisfy our needs.

Economics is the way in which all the parts work together. There is no single way in which an economy works. Sometimes it works well; other times it does not.

The following cycle is a simplified chart of an economy. The left side represents the production of goods and services: the right side represents consumption of goods and services.

The objective of an economy is to keep the cycle in operation.

Where do you as an individual fit in?

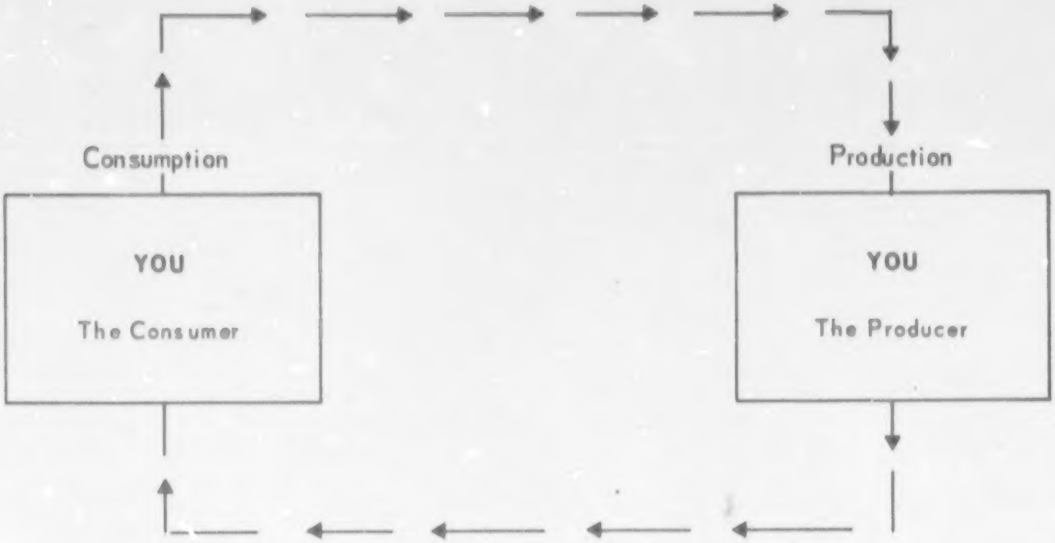
The Individual Worker. Every individual fits in the economic cycle at least twice. Once as a consumer and once as a worker (producer).

As a consumer you use up a wide variety of goods and services. These are the clothes, cars, medical care and so on, as mentioned earlier.

As a worker you are involved in the production of just one good or service. Each worker contributes his share to completing the final product. The steel worker who stokes the furnace, the doctor who provides medical care, and the railroad worker who keeps the trains running.

This is the way our economy is constructed. There are industries which produce goods and services. Individuals work in those industries and are also consumers of many goods and services.

FLOW: CONSUMPTION AND PRODUCTION


Consumption
Production
YOU
The Consumer
YOU
The Producer

It is an *exchange system.* You exchange your labor for money, which in turn you exchange for the goods and services which you consume.

The money you are paid in exchange for the work you perform is called a *wage.* Today, wages are most often expressed in terms of money in relation to time. So many dollars and cents per hour or so many dollars per month are the usual ways of expressing wage rates.

However they are expressed, wage rates do not suddenly appear on a piece of paper. They are the result of many different factors.

DETERMINATION OF THE PRICE OF LABOR

Human labor is the most important of all production costs—more than land, or machinery, or raw materials. Labor is seen in two different ways. To the individual, the exchange of his labor for wages represents income to him. To the purchaser of labor, or the employer it represents a cost.

Because of the importance of labor in the American economy, *there is a tendency of those who purchase labor to buy it as cheaply as possible.*

On the other hand, the sellers of labor—the workers—*wish to sell their labor at the highest price possible.*

The conflict arises with one side wanting to purchase labor at the lowest possible cost and the other attempting to obtain the highest price possible.

The way in which these two differing objectives are resolved is through a *negotiating process.* This can be formal or informal; between individuals or groups, and employers or groups of employers. Through changing methods of negotiation, a wage eventually is determined.

Essentially, wages are determined by the need an employer has for a certain amount of labor, the price he will pay for it, and the amount the employee is willing to accept.

THE EMPLOYER'S POSITION

An employer hires the number of employees he requires to perform the work he has to produce. Beginning at zero, he will hire workers in relation to the amount of work that needs to be performed. After that he will hire more workers only if they can produce the added output he decides is profitable.

In the past in this country, employers have usually hired the number of employees they expect to retain over a period of years. This means that the total number of people at work in any one industry tends to remain fairly steady over two to three year periods.

Wages are another factor involved. Once he has his total number of employees, the employer must gauge the total costs he can pay out to produce his goods. These total costs are made up of his costs for labor, land, and machinery. He can vary his total costs by varying (1) the amount of machinery he uses, (2) the price he pays for raw materials, (3) the costs of his buildings, or (4) the price he pays for labor.

For example, if in one year his employees produce more work than in the previous year, they are more valuable to him because they have provided him with additional services or goods to sell. This is called a *productivity increase*—he has obtained additional output per hour of work. This example indicates how employers' costs vary, providing them with flexibility in adjusting their wage rates.

A final point in discussing the employer's position is that in all but extreme cases, such as wartime, there usually is a surplus labor supply which can easily replace individual workers. This means that in industries or companies which hire large numbers of workers, there is a tendency for the individual to be discounted because he can be easily replaced.

THE EMPLOYEE'S POSITION

As we noted earlier, everyone is both a consumer and seller of labor. One exchanges his labor for wages, income, to purchase what he requires. In this country the employer to whom the labor is sold tends to be a large corporation.

The employer uses each individual to perform a specific function to produce his final product. In the auto industry one person may attach doors to cars while another paints the cars. A large number of people are employed to perform a large number of particular jobs.

Overall, the individual is one of thousands of employees. Many of the conditions of his employment are imposed on him by the employer. Where he works, the type of work he performs, working hours, and so on, are all determined by the employer.

Furthermore, the employee usually has one or a limited number of skills which he can offer for sale. A well trained and experienced waybill clerk, for example, may hold a job with a railroad, but there may be a supply of other waybill clerks waiting to be hired in her place.

Basically, the individual employee starts with the opportunity of offering to sell his labor for the highest price he can obtain. His success is affected by what he has to offer, how many others are offering the same skill, and the number of jobs being offered by employers.

HOW RESOLVED?

Usually, the price which is finally set for the commodity known as labor is determined by a wide range of factors. It is dependent upon the needs of one and the skills of another.

Rare skills bring a high return to those who possess the skill. The majority of us generally have to find the best bargain. This means negotiating at some point with our employer.

We have one or two skills to offer and want to obtain the highest price for them. The employer hires many people and wants to obtain them at the lowest price possible. This is the basic conflict which must be resolved to determine what *you*, the producer/laborer will be paid.

A highly complex economy such as ours relies on collective bargaining to resolve that conflict for many of us. The strength of collective bargaining comes from union organization, the history of which is discussed in the following section.

Quiz Yourself

1. A consumer is a person who:
    - (a) buys food
    - (b) uses a doctor
    - (c) needs clothes
    - (d) All of the Above
    - (e) None of the Above
2. Give a simple definition of the *economy*.
3. In an *exchange system*, ______________ is exchanged for ________________ which is exchanged again for ______________ and ______________.
4. What is a wage?
5. Cheap labor means higher profit?
    - ☐ True
    - ☐ False
6. A negotiating process tries to resolve conflict.
    - ☐ True
    - ☐ False

Class Exercise

Choose two people: one to represent the employer and one to represent the employee. The employee comes to the employer and wants a raise, the employer says he can't do it. Based on the previous text, each person argues for his own position. The class must decide who has the best argument.

PART 2

HISTORY OF UNIONS

Part 2

History of Unions

Unions have long been a part of American history. Before the time of the Declaration of Independence, skilled craftsmen formed "benevolent societies." By joining, a craftsman was asured of help for his family in case he died, fell ill, or went into debt.

While these early associations were not like today's labor unions, they served a similar purpose. Workers met to consider problems of mutual concern. These groups were the forerunners of today's unions.

UNION GROWTH

Many craft unions were formed in the 18th and 19th Centuries. They sought to gain their demands through political action. The early labor groups were successful in electing candidates to many public offices. In doing so, they were able to make known the social and economic problems of the worker.

The unions grew rapidly. In 1863 there were about 80 local unions in 20 northern states. One year later these states had almost 300 local unions.

The 15 years following the Civil War were critical years for the labor movement. During this period the long, bitter, and sometimes violent battle began in which unions struggled for recognition and survival.

In 1877, railroad strikes spread throughout the country. The strikes produced riots that resulted in martial law, several deaths, and Federal and State troops being called out to restore order.

This turbulent period brought a growing recognition of the labor movement. The nation also became aware of the poverty and terrible conditions under which many workers lived and worked. These conditions the unions sought to remedy.

AMERICAN FEDERATION OF LABOR

In 1881, a new labor organization was formed. Its main goals were higher wages and better working conditions. Six craft unions—printers, iron and steelworkers, molders, cigarmakers, carpenters, and glassworkers—met in Pittsburgh and established the Federation of Organized Trades and Labor Unions. Samuel Gompers and Adolph Strasser, both members of the cigarmakers union, were leaders of the new union.

In 1886, the Knights of Labor refused to accept the authority of the large craft unions. They met in Columbus, Ohio, and founded the American Federation of Labor. The Federation of Organized Trades and Labor Unions joined this new group. Samuel Gompers was elected head of the new Federation.

The arrival of the labor movement as an important national force did not come about without further opposition. Many setbacks were suffered as strikes resulted in violence and death.

The strike of the American Railway Union, led by Eugene V. Debs, against the Pullman Parlor Car Company at Pullman, Illinois, in 1894 resulted in many walkouts on railroads serving the Chicago area. Federal and State troops were called out. The courts ordered the workers to return to their jobs. Violence broke out and 25 persons were killed and 60 injured.

Though employers generally opposed the unions, they were beginning to bargain with them and wage and other agreements were the result.

GOVERNMENT AND LABOR

During World War I there was a rapid growth of unions. A National War Labor Board was set up to promote cooperation between unions and management (employers). The Board also helped in the settlement of serious disputes that might have interfered with the war effort.

The economic depression of 1929 resulted in widespread unemployment. Union membership fell to around 3,000,000. But in the years that followed, many obstacles to union growth were removed by changes in public policies.

The Railway Labor Act of 1926 was the first of these policies. This act was based on the idea that peaceful labor-management relations should be maintained by collective bargaining (see Part 3) between employers and unions. Railroad workers were assured the right to organize and join unions without interference by employers.

Unions were successful in their organizing work in the mid-1930s. Membership grew, even though there was conflict in the AFL. The conflict arose over the question of whether unions should be organized to include all workers in an industry, or should unions be organized on the basis of craft or skill, such as wood working or painting. At its conventions in 1934 and 1935, the AFL could not resolve the issue.

CONGRESS OF INDUSTRIAL ORGANIZATIONS

A few weeks after the 1935 convention, six AFL unions and the officers of two other AFL unions formed a "Committee for Industrial Organization (CIO)." Its purpose was to promote the organization of workers in mass production and unorganized industries.

At its first convention in 1938, the group reorganized as the "Congress of Industrial Organizations."

The attack on Pearl Harbor brought labor and management together in a common cause. In December 1942, representatives from the AFL, CIO, and Railway Brotherhoods worked together on a committee to advise the Federal government on providing workers for war industries.

Union membership without regard to race, creed, or nationality greatly increased during the war. Increased employment of Negroes made it necessary that they be accepted by unions on an equal basis if standards of wages and working conditions were to be maintained.

Some unions which had refused to admit Negroes changed their rules and removed racial restrictions from their constitutions. The Federal government helped in getting rid of discrimination in industry through its Fair Employment Practices Committee.

Classroom Quiz

1. Who was Samuel Gompers?
2. What was the name of the act that gave rail workers the right to organize and join unions without interference by employers?
   - (a) Railway Labor Act
   - (b) Wagner Act
   - (c) Taft-Hartley Act
3. The growth of the labor movement did not occur without opposition. Discuss why.

PART 3

COLLECTIVE BARGAINING - TRADE UNIONS

Part 3

Collective Bargaining - Trade Unions

WHAT IS COLLECTIVE BARGAINING?

The term *collective bargaining* involves a group of people having similar objectives. They discuss and try to agree on how to achieve these objectives with their employers. Historically, collective bargaining has usually referred to organized labor. Many collective bargaining objectives, however, are used by other groups, such as teachers, lawyers, and building contractors.

As applied to organized labor, collective bargaining means negotiations between employees' representatives and employers for the purpose of establishing mutually acceptable terms to govern conditions of employment.

THE TRADE UNION

A trade or labor union is a group of individuals who have common objectives and have banded together as a formal and democratic organization to achieve their goals. Just as doctors, lawyers and corporations have organizations to represent their interests, so too do working people have their organizations.

Unions in the past have taken two different forms. One is an association of people performing similar tasks, such as railroad clerks. These are commonly called trade unions because they represent people working in similar trades.

Another form unions take is as representatives of all those people who work on a single product, such as automobiles. These are usually called industrial unions because their members tend to be concentrated in one type of industry.

For many reasons, the differences between types of unions have lessened in recent years. Many unions now represent varieties of workers.

Labor unions are made up of many local units, which, taken together, are known as national or international unions. Local unions or lodges are called that because the members are located in one city or work in a common place. People who join local unions are members of these locals as well as members of the larger body.

Each local unit operates as a separate body in running its own affairs within the general framework of the constitution of the national body. A local lodge has:

A Charter

A Constitution and By-laws

Elected Officers

Operating Committees

A Dues Structure

Operating Rules

National, or international unions, are made up of all the local unions of that organization. Collectively, the locals make up the total union. The central body is usually called "headquarters," or the "national," or some similar identifying title.

The national body provides a basic coordinating function for the union. The *constitution* of the grand lodge or international, for example, is the ultimate authority for internal union functions. It provides for:

Election of Officers

Representation of Local Unions

Duties of the Parent Body

Compliance of Locals to Constitution of the International

The national body provides assistance in particular areas that individual locals usually cannot afford. These include collective bargaining, legislative representation, research and education, legal, pensions, grievances, and health and welfare.

AFL-CIO

Most national unions in this country are members of the American Federation of Labor-Congress of Industrial Organizations or AFL-CIO.

National and international unions comprise the membership of the AFL-CIO; there are no individuals or persons who are direct members.

The AFL-CIO is governed by a President, Secretary-Treasurer, and 26 vice-presidents. The officers traditionally are elected from among the presidents of the member unions.

COLLECTIVE BARGAINING–HOW IT WORKS

Any individual possessing a given skill can walk in off the street and apply for a job with an employer. If the employer is typical, his company will be large and have many employees. This means that immediately the individual is one of many. In any event, the employer probably can find other people with similar skills to replace any employee.

Any individual is concerned about the conditions of his employment. There are rate of pay, hours, working conditions, fringe benefits, and other things to be settled.

In determining items such as rate of pay, who is in a better bargaining position, the single employee or the employer?

Historically, it has been shown that one individual has little power when bargaining against an employer with many employees. As you saw earlier, the basic reason unions were formed was to protect the interests of workers against the tendencies of some employers to take advantage of them.

Collective bargaining operates through a group called a trade union—an organization of individuals. The workers *collectively* formulate their demands—what rates of pay they want, working conditions, fringe benefits, and so on. As one, they then ***bargain*** with their employer.

Essentially, the body of workers acting together makes the sides more even. It would be impractical for an employer to fire his entire work force at once. More importantly, though, collective bargaining is protected by Federal law.

First — There is a union which is the bargaining agent for the workers. Second, there is collective bargaining between the workers' union and the employer.

Each worker lists what he wants in exchange for providing his skill to the employer. This should include a rate of pay, vacations. fringe benefits, and so on.

Then, all the workers meet to agree on putting everyone's demands into one package or list of demands. This list is presented to the employer at the start of collective bargaining negotiations.

Naturally the employers' tendency is to reduce his costs as much as possible.

Because there are people involved in negotiating a large number of items, *collective bargaining has no set pattern or formula.* It is a process which depends on the moment, the people who are negotiating, and the issues involved.

A give and take process is involved. The union, for example, may be willing to give in on one item in order to obtain another. The employer may not be willing, for his reasons, to give that item, and offers another.

At some point, both parties agree on a final package—or, they do not.

If they do not agree on terms, the employees have a legal right to deny their labor and the employer has a legal right to allow them to do so. This is called a *strike*. It is the ultimate economic weapon available to organized workers.

THE AGREEMENT

If both parties agree to terms, it is called a settlement. The specific terms are written down in what is known as a contract or agreement. This agreement covers wages and working conditions for its duration—usually one to three years.

The contents of a collective bargaining agreement, or contract, usually contain the following:

Union as Recognized Agent
Wages
Vacations
Holidays
Overtime
Working Conditions
Health and Welfare Plan
Pension Plan
Union Check-off (Dues Collection)

PART 4

RAILROAD LABOR

Part 4

Railroad Labor

BACKGROUND

The members of labor brotherhoods (unions) who work on American railroads are different from other organized labor groups. The difference begins with the fact that they are called *brotherhoods* rather than *unions*. This is because in the beginning of their history, railroad workers banded together to help one another like brothers.

This difference can be further illustrated today by the presence of stricter Federal legislation to govern the operation of the rail brotherhoods as well as the railroads themselves. Federal influence extends from the operation of a local brotherhood lodge to Federal involvement in the railway brotherhoods collective bargaining process.

An example of Federal involvement is the fact that rail workers are denied the right to strike even though workers in other industries have this right. The government claims that if the railroads don't run, the country is in trouble. This no-strike custom is the result of nearly 100 years of Federal and State governments imposing laws on railroad labor.

The following section will briefly describe the history of railway labor to the present. It will also introduce to you a local lodge of the Brotherhood of Railway and Airline Clerks (BRAC) and how it operates today.

HISTORY

Railroad workers organized into labor unions in much the same way as workers in other industries. Local groups banded together to discuss mutual problems. After a while, similar groups all over the country formed national unions based on their craft or type of work they performed. The first such group was formed just before the beginning of the Civil War.

Their motives for organizing were the same. They realized that as individuals they were subject to whatever the railroads imposed. They realized that by grouping together, they developed more strength collectively than would have been possible if each acted on his own.

It was in this setting that the first Order of Railway Clerks was organized in Missouri in 1899. Their organizing credo was expressed as

"... with reference to the labor world, there is no difference; we are all laborers—and if we would bring the standard of our calling up to the dignity of the profession, we must work and work hard, and if we would accomplish anything, we must work unitedly."

FEDERAL LEGISLATION

As you saw in an earlier section, the Federal government took an active interest in railroads almost from the beginning. Congress passed laws and the government set up agencies to regulate railroad operations. It wasn't long after rail labor unions became organized that the government began passing laws affecting the rail brotherhoods.

It is important for you to know these laws because they affect everyone who works on the railroads.

The Railway Labor Act of 1926 is the most important railway labor law because it covers *so much ground.* It was meant to accomplish the settlement of grievances and collective bargaining negotiation with little or no description of railroad operations.

In attempting to achieve these ends, two very elaborate government agencies were established. Each in turn has a complex procedure which must be followed. These procedures are outlined very briefly below to give you an idea of how they work.

National Mediation Board

The National Mediation Board (NMB) is designed to negotiate peace at all levels of operations. It covers both the railroad and airline industries. It provides a code of standard procedure for handling labor relations in those industries.

It is a governmental agency made up of three members appointed by the President. *Of all government regulatory agencies, the National Mediation Board is probably the most important to railroad labor unions.*

The services of the Board can be called into action by either labor or management. These services are used to settle disputes concerning changes in rates of pay, rules, or working conditions. The presence of an NMB member is usually requested in cases of major disputes between the unions and the carriers. A major dispute is mutually declared when the collective bargaining process has gone as far as it can go, which means that the unions and the carriers cannot agree.

When both sides have made their offers and counter-offers, but no settlement has been reached, the Mediation Board steps in to prevent a strike, or work stoppage. An elaborate procedure is called for. An Emergency Board is set up, which hears evidence and arguments as in a court of law. When it has all the information available, the Board makes its recommendations. Their suggestions as to pay, vacations, or whatever other factors are involved may be accepted or rejected by either or both parties.

If the railway union does not accept these recommendations it is free to stop work, or in other words, strike.

National Railroad Adjustment Board

The second group, the National Railroad Adjustment Board functions in cases of "minor" disputes between labor and the carriers. They are called minor because they usually do not result in nation-wide work stoppages. They are no less important because they affect your wages and rules.

The Adjustment Board handles cases dealing with interpretation of grievances of disputes falling under existing contracts.

Suppose, for example, a worker feels she is supposed to receive overtime pay for extra time worked on a holiday but the carrier disputes that claim. In this situation a contract or agreement already exists and there is a clause covering holiday payments. This is a legitimate grievance.

If both parties are unable to resolve this dispute, it proceeds to the National Railroad Adjustment Board. The Board is made up of an equal number of representatives from labor and management. If they do not resolve it, a neutral third party referee is called in to decide the issue.

The above describes the two major Federal regulatory bodies which most affect the operations of railroad labor. The following is a description of the rail brotherhood you will be concerned with—the Brotherhood of Railway and Airline Clerks, or BRAC.

BRAC

The Brotherhood of Railway, Airline, and Steamship Clerks, Freight Handlers, Express and Station Employees was founded in 1899 in Missouri as an association to protect and further the interests of Railway clerks. At the time they were working twelve hours a day for thirty to forty dollars a month.

Since then BRAC has grown to become the largest transportation union within the AFL-CIO. Its membership of more than a quarter of a million people is found mainly in the U.S. and Canada. Its male and female membership represents nearly every ethnic and foreign group in both countries.

As you can see from the chart, *How BRAC Operates*, it is a democratic union built on the active participation of its members and functions to serve the needs of its members.

The two most basic objectives of the union are to negotiate the best possible contracts for its members and to insure that these contracts are lived up to. This is accomplished through the structure of the union described above. It is a two-way street where authority and responsibility flows upward and downward.

LOCAL LODGES

Local lodges are made up of members who usually work for the same carrier. All of the local lodges have elected officers, by-laws, and their own way of operating.

System, or District Boards

All of the local lodges that represent people working for the same carrier are usually grouped into a System Board of Adjustment. Some extremely large roads have subsections called District Boards.

A System Board is structured to provide a grievance-handling procedure under the National Railroad Adjustment Board (described earlier).

A grievance not settled at the local lodge level, for example, is carried to the System Board level. It is here that representatives of labor and management, and a neutral third party, hear both sides of a grievance and make a decision.

A System Board also functions in the area of collective bargaining. Its officers negotiate with the carrier on the subject of working rules, agreements, and benefits.

Grand Lodge

The Grand Lodge is the principle operating organization of the international union. It operates under an elected council of officers consisting of:

President - C.L. Dennis
Secretary-Treasurer - D.J. Sullivan

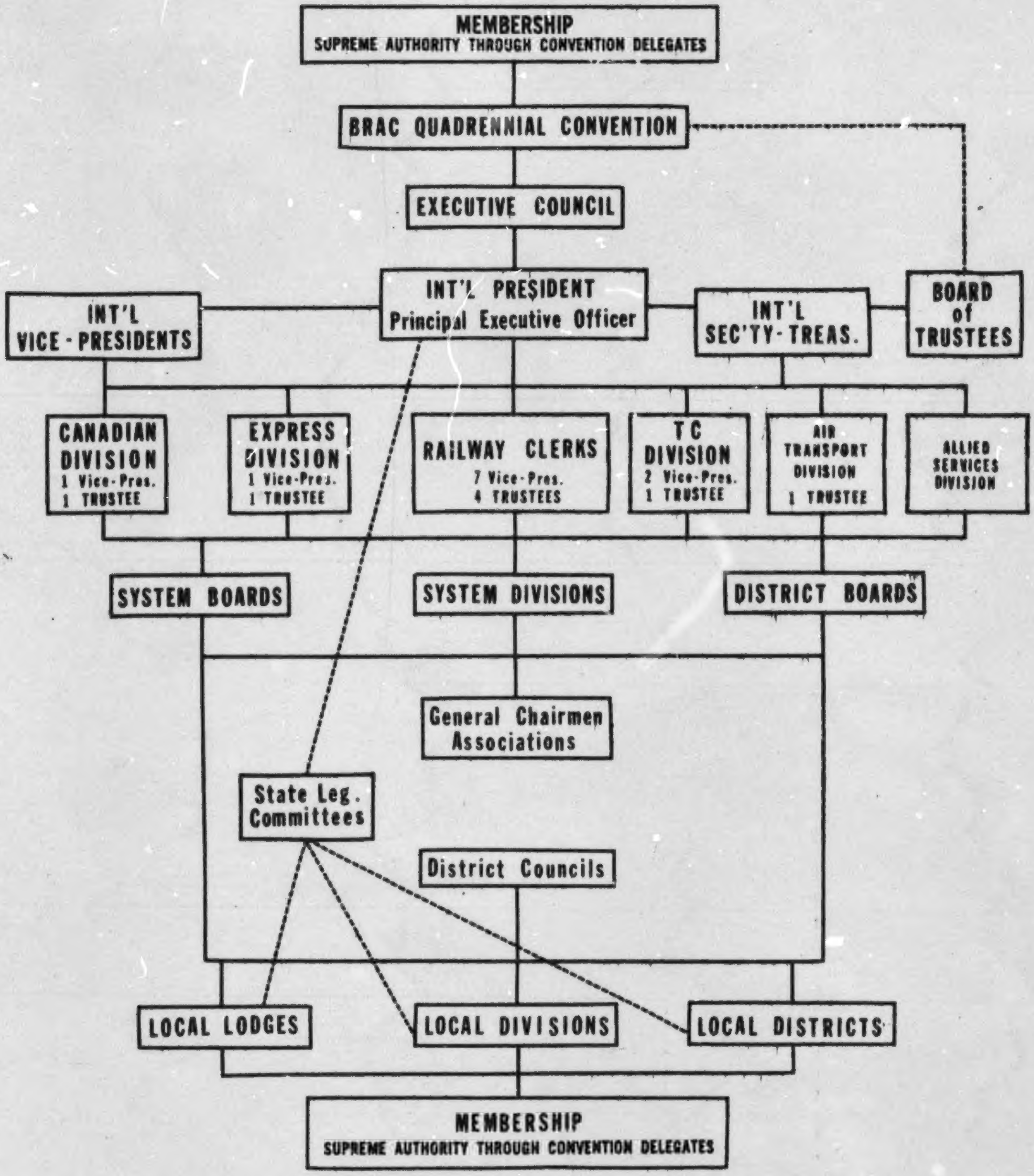
Eleven Vice-Presidents, and a Board of Trustees. The Executive Council is elected at a convention of delegates selected by the membership. The Council carries out the business of the international between conventions, which are held every four years.

The business of the union is large and covers many different fields. The most important types of business are:

Collective Bargaining
Grievance Procedures
Internal Administration - Finances
Publications
Legislation
Organizing
Industry Relations
Legal
International Affairs
Research and Education

Each of these functions requires the use of people with special knowledge. Each function is a necessary service to each and every member. *The total of all the separate functions represents the function of the union as a whole in fulfilling its obligation to the members.*

HOW BRAC OPERATES


MEMBERSHIP
SUPREME AUTHORITY THROUGH CONVENTION DELEGATES
BRAC QUADRENNIAL CONVENTION
EXECUTIVE COUNCIL
INT'L PRESIDENT
Principal Executive Officer
INT'L VICE-PRESIDENTS
INT'L SEC'TY-TREAS.
BOARD of TRUSTEES
CANADIAN DIVISION
1 Vice-Pres.
1 TRUSTEE
EXPRESS DIVISION
1 Vice-Pres.
1 TRUSTEE
RAILWAY CLERKS
7 Vice-Pres.
4 TRUSTEES
T C DIVISION
2 Vice-Pres.
1 TRUSTEE
AIR TRANSPORT DIVISION
1 TRUSTEE
ALLIED SERVICES DIVISION
SYSTEM BOARDS
SYSTEM DIVISIONS
DISTRICT BOARDS
General Chairmen Associations
State Leg. Committees
District Councils
LOCAL LODGES
LOCAL DIVISIONS
LOCAL DISTRICTS
MEMBERSHIP
SUPREME AUTHORITY THROUGH CONVENTION DELEGATES

U4-7

PART 5

GLOSSARY OF TERMS

Part 5

Glossary of Selected Labor Union Related Terms

ACCIDENT AND SICKNESS BENEFITS (SICK BENEFITS)

Regular payments to workers who lose time from work due to off-the-job disabilities through accident or sickness, e.g., $50 a week for up to 26 weeks of disability. Usually insured and part of a private group health and insurance plan financed in whole or in part by the employer.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

An extra lump-sum payment made under many group life insurance plans for loss of life, limb, or sight as a direct result of an accident. Coverage is usually for both occupational and nonoccupational accidents, but may be limited to the latter.

AGREEMENT (COLLECTIVE BARGAINING AGREEMENT; UNION CONTRACT)

Written contract between an employer (or an association of employers) and a union (or unions), usually for a definite term, defining conditions of employment (wages, hours, vacations, holidays, overtime payments, working conditions, etc.), rights of workers and union, and procedures to be followed in settling disputes or handling issues that arise during the life of the contract.

APPRENTICE

A person, usually a young man, who enters into agreement to learn a skilled trade and to achieve a journeyman status through supervised training and experience, usually for a specified period of time. Practical training is supplemented by related technical off-the-job instruction.

APPRENTICE RATES

Schedule of rates applicable to workers being given formal apprenticeship training. Usually set so as to permit a gradual rise to the journeyman rate.

ARBITRATION (VOLUNTARY, COMPULSORY)

Method of settling labor-management disputes through recourse to an impartial third party, whose decision is usually final and binding. Arbitration is voluntary when both parties agree to submit disputed issues to arbitration, and compulsory if required by law.

ASSESSMENT

Special charge levied by a union on its members to meet financial needs not covered by regular dues.

AUTOMATIC PROGRESSION

Policy by which rates of pay of workers in jobs with established rate ranges are increased automatically at fixed time intervals. Also used to refer to automatic movement from trainee rate to job classification rate or to the minimum of a rate range.

AUTOMATION

As used by engineers, applied to several types of technical developments, including (a) a continuous-flow production process which integrates various mechanisms to produce a finished item with relatively few or no worker operations, usually through electronic control; (b) self-regulating machines that can perform highly precise operations in sequence; and (c) electronic computing machines.

BACK PAY

Payment of part or all of the wages for a particular prior period of time, arising from arbitration, court, or board awards, grievance settlements, errors in computation of pay, misinterpretation of wage legislation, etc.

BARGAINING AGENT

Union designated by an appropriate government agency, such as the National Labor Relations Board, or recognized voluntarily by the employer, as the exclusive representative of all employees in the bargaining unit for purposes of collective bargaining.

BARGAINING RIGHT

Legally recognized right of unions to represent workers in dealings with employers.

BARGAINING UNIT

Group of employees in a craft, department, plant, firm, or industry recognized by the employer or group of employers, or designated by an authorized agency such as the National Labor Relations Board, as appropriate for representation by a union for purposes of collective bargaining.

BASE RATE

Amount of pay for work performed during a unit of time, e.g., hour, day, week, month, or year.

BUMPING (ROLLING)

Practice that allows a senior employee (in ranking or length of service) to displace a junior employee in another job or department during a layoff or reduction in force.

CHECKOFF

Practice whereby the employer, by agreement with the union (and upon written authorization from each employee where required by law or agreement), regularly withholds union dues from employees' wages and transmits these funds to the union, Checkoff is a common practice in organized establishments and is not dependent upon the existence of a formal union security clause. The arrangement may also provide for deductions of initiation fees and assessments.

COLLECTIVE BARGAINING

Method whereby representatives of the employees (the union) and employer determine the conditions of employment through direct negotiation, normally resulting in a written contract setting forth the wages, hours, and other conditions to be observed for a set period. The term is also applied to union-management dealings during the term of the agreement.

COMPANY UNION

Term used to designate a labor organization that is organized, financed, or dominated by the employer and is thus suspected of being an agent of the company rather than the workers. This practice is prohibited under the Labor Management Relations Act, 1947. The term also survives as a derogatory charge leveled against a union suspected of being weak.

CONTINUOUS BARGAINING COMMITTEES
(INTERIM COMMITTEES)

Committees established by management and union in a collective bargaining relationship to keep the agreement under constant review, and to discuss possible contract changes, long in advance of the contract expiration date. May provide for third-party participation.

CONTINUOUS OPERATIONS
(ROUND-THE-CLOCK OPERATIONS)

Necessary plant operations (powerhouse, maintenance, protection, etc.) that must continue to function on a 24 hours a day, 7 days a week basis.

COOLING-OFF PERIOD

A period of time which must elapse before a strike or lockout can begin or be resumed, by agreement or by law. The term derives from the hope that the tensions of unsuccessful negotiation will subside in time and that a work stoppage will be averted.

CRAFT

Usually, a skilled occupation requiring a thorough knowledge of processes involved in the work, the exercise of considerable independent judgment, usually a high degree of manual dexterity, and, in some instances, extensive responsibility for valuable product or equipment.

CRISIS BARGAINING

Term used to characterize collective bargaining taking place under the shadow of an imminent strike deadline, as distinguished from extended negotiations in which both parties enjoy ample time to present and discuss their positions.

DEATH BENEFIT

Payment, usually a lump sum provided to a worker's beneficiary, in the event of his death. May be provided by a pension plan or another type of employer-sponsored welfare plan, or by a union to its members.

DISABILITY RETIREMENT

Retirement because of physical inability to perform a job.

DISABILITY

Any injury or illness, temporary or permanent, which prevents a worker from carrying on his usual occupation.

DISCHARGE

Dismissal of a worker from his employment. Term implies discipline for unsatisfactory performance, and is thus usually limited to dismissals for causes such as insubordination, absenteeism, inefficiency.

DISCRIMINATION

Term applied to prejudice against or unequal treatment of workers in hiring, employment, pay, or conditions of work, because of race, national origin, creed, color, sex, age, union membership or activity, or any other characteristic not related to ability or job performance.

DISPUTE (LABOR)

Any disagreement between union and management which requires resolution in one way or another; e.g., inability to agree on contract terms, an unsettled grievance, etc.

DUAL UNIONISM

A charge (usually a punishable offense) leveled at a union member or officer who seeks or accepts membership or position in a rival union, or otherwise attempts to undermine a union by helping its rival.

EARNINGS (HOURLY, DAILY, WEEKLY, ANNUAL, AVERAGE, GROSS, STRAIGHT-TIME, COMPENSATION)

In general, the pay of a worker for services performed during a specific period of time. *Hourly, daily, weekly, annual*—Period of time to which earnings figures relate. *Average*—usually the total earnings of a group of workers divided by number of workers in the group. *Gross*—usually total earnings, including, where applicable, overtime payments, shift differentials, production bonuses, cost-of-living allowances, commissions, etc. *Straight time*—usually gross earnings excluding overtime payments, shift differentials, and other payments. *Compensation*—encompasses the entire range of wages and benefits, both current and deferred, which workers receive from their employment.

ECONOMIC OPPORTUNITY ACT OF 1964

An act "to mobilize the human and financial resources of the Nation to combat poverty in the United States." An important part of this act, the work-training program (administered by the U.S. Department of Labor), is directed toward encouraging young unemployed persons (age 16-21, inclusive) to stay in school, or obtain job experience, that would prepare them for meaningful work. Includes Job Corps.

ECONOMIC STRIKES

Union-authorized strikes to bring about changes in wages, hours, or working conditions, usually associated with contract negotiations.

EMERGENCY BOARDS

Under the Railway Labor Act, the President, upon notification by the National Mediation Board that a contract negotiation dispute threatens seriously to interrupt interstate commerce, may appoint an emergency board to investigate and report within 30 days. During this period, and for 30 days after the board reports, no change may be made in the conditions underlying the dispute, except by agreement of the parties.

EMPLOYEE

General term for an employed wage earner. Used interchangeably with "worker" in the context of a work situation.

EMPLOYER

General term for any individual, corporation, or other operating group, that hires workers (employees). The terms "employer" and "management" are often used interchangeably when there is no intent to draw a distinction between owners and managers.

ENTRANCE RATE

Hourly rate at which new employees are hired, at times referred to as probationary or hiring rate. It may apply to the establishment as a whole or to a particular occupation.

HEALTH AND INSURANCE PLAN (WELFARE PLAN)

A program of providing financial protection to the worker and his family against death, illness, accidents, and other risks, in which the costs are borne, in whole or in part, by the employer.

HOLIDAY PREMIUM PAY

Pay to workers at premium rates (e.g., double time) for work on holidays.

HOSPITILIZATION BENEFITS

Plan that provides workers, and in many cases their dependents, with hospital room and board (e.g., semiprivate room) or cash allowances toward the cost of such care (e.g., $15-$20 per day) for a specified number of days (21-36), plus the full cost of specified services.

HOURLY RATE

Usually, the rate of pay, expressed in dollars and cents per hour, for manual and other workers paid on a time basis. Term is also used at times to designate the earned rate per hour under incentive methods of wage payment.

HUMAN RELATIONS

Term applied to a broad area of managerial effort and research dealing with the social and psychological relations among people at work. Its practical application at the work level includes improving personal relationship, reducing friction, improving organization, and thereby enhancing efficiency.

HUMAN RELATIONS COMMITTEES

Continuing committees of union and management set up by agreement to study problems, and to make joint recommendations to negotiators for contract improvements.

INDUSTRYWIDE BARGAINING

Negotiations between an employers' group and a union resulting in an agreement covering an entire "industry" or a substantial part thereof, e.g., all Class I railroads.

INITIATION FEE

Payment to the union required of a worker when he joins, usually as set forth in the union's constitution. The Labor Management Relations Act prohibits excessive or discriminatory fees where workers are required to join the union to remian employed, as in a union shop.

INTERNATIONAL UNION

A union claiming jurisdiction both within the United States and outside (usually in Canada). Sometimes the term is loosely applied to all national unions; that is, "international" and "national" are used interchangeably.

JOB ANALYSIS

Systematic study of a job to discover its specifications, its mental, physical, and skill requirements, its relation to other jobs in the plant, etc., usually for wage setting or job simplification purposes.

JOB CLASSIFICATION

Arrangement of tasks in an establishment or industry into a limited series of jobs or occupations, rated in terms of skill, responsibility, experience, training, and similar considerations, usually for wage setting purposes.

JOB DESCRIPTION

A written statement listing the elements of a particular job or occupation, e.g., purpose, duties, equipment used, qualifications, training, physical and mental demands, working conditions, etc.

JOB EVALUATION (JOB GRADING; JOB RATING)

Determination of the relative importance or ranking of jobs in an establishment, for wage setting purposes, by systematically rating them on the basis of selected factors, such as skill, responsibility, experience, etc.

JOB POSTING

Listing of available jobs, usually on a bulletin board, so that employees may bid for promotion or transfer to them.

JUST CAUSE

Good or fair reasons for discipline. This term is commonly used in agreement provisions safeguarding workers from unjustified discharge or punishment. Usually includes such offenses as insubordination, fighting, inefficiency, etc.

LAYOFF (REDUCTION IN FORCE)

Involuntary separation from employment for a temporary or indefinite period, resulting from no fault of the workers. Although "layoff" usually implies eventual recall of workers to their jobs, the term is occasionally used for separations plainly signifying permanent loss of jobs, as in plant shutdowns. *Reduction in force* usually signifies permanent layoff.

LIFE INSURANCE PLAN

Group term insurance coverage for employees, paid for in whole or in part by the employer, providing a lump-sum payment to a worker's beneficiary in the event of his death.

LOCAL UNION (LOCAL, CHAPTER, LODGE)

Labor organization comprising the members of a union within a particular area or establishment, which has been chartered by, and is affiliated with, a national or international union.

LOCKOUT (JOINT LOCKOUT)

A temporary withholding of work, or denial of employment to a group of workers, by an employer during a labor dispute in order to compel a settlement at, or close to, the employer's terms. A *joint lockout* is such an action undertaken at the same time by a group of employers.

MANAGEMENT

Term applied to the employer and his representatives, or to corporation executives who are responsible for the administration and direction of an enterprise.

MASTER AGREEMENT

A single or uniform collective bargaining agreement covering a number of plants of a single employer or the members of an employers' association.

MEDIATION (CONCILIATION)

An attempt by a third party to help in negotiations or in the settlement of a dispute between employer and union through suggestion, advice, or other ways of stimulating agreement, short of dictating its provisions (a characteristic of arbitration). Most of the mediation in the United States is undertaken through Federal and State mediation agencies.

MEDIATOR

Term used to designate person who undertakes mediation of a dispute. Conciliation—in practice, synonomous with mediation; the term lives on mainly in the name of the chief mediation agency.

MEDICAL BENEFITS

Plans which provide workers, and in many cases their dependents, with specified medical care (other than that connected with surgery) or a cash allowance toward the cost of doctors' visits. Generally part of a health and insurance program.

MINIMUM WAGE

Rate of pay, established by law or through collective bargaining, below which workers cannot be employed. Exceptions are frequently made for learners and handicapped workers. Usually expressed as an hourly rate.

NATIONAL MEDIATION BOARD

Agency established by the Railway Labor Act, 1926, to provide aid in settling disputes between railway and airline companies and unions over union representation, negotiation of changes in agreements, and interpretation of agreements reached through mediation.

NATIONAL RAILROAD ADJUSTMENT BOARD

Federal agency established in 1934 which functions as a board of arbitration, handing down final and binding decisions and interpretation of agreements, in the railroad industry. Board is composed of 36 members, 18 of whom represent and are paid by the carriers and 18 by national railway labor organizations.

ORGANIZER (UNION ORGANIZER)

Employee of a union or federation (usually paid, but sometimes a volunteer) whose duties include recruiting new members for the union, assisting in forming unions in nonunion companies, assisting in campaigns for union recognition, etc.

OVERTIME

Work performed in excess of basic workday or workweek, as defined by law, collective bargaining agreement, or company policy. Sometimes applied to work performed on Saturdays, Sundays, and holidays at premium rates.

OVERTIME PAY (PREMIUM OVERTIME PAY)

Payment at premium rates (e.g., time and one-half, double time) for work defined as overtime.

PACKAGE SETTLEMENT

Term used to describe the total money value (usually quoted in cents per hour) of a change in wages and supplementary benefits negotiated by a union in a contract renewal or reopening.

PAID HOLIDAYS

Holidays are days of special religious, cultural, social, or patriotic significance on which work or business ordinarily ceases. Paid holidays are those, established by agreement or by company policy, for which workers receive their full daily pay without working. Half-day holidays are also common.

PAID VACATIONS

Excused leave of absence of a week or more, with full pay, granted to workers annually for purposes of rest and recreation. Paid vacations are provided in private industry by collective bargaining agreements or company policy, not by law. Vacations are frequently graduated by length of service, e.g., 1 week of vacation after 1 year's service; 2 weeks after 5 years; 3 weeks after 15 years; and 4 weeks after 25 years.

PAST SERVICE

Under a pension plan, years of employment or credited service prior to the establishment of the plan or a change in the plan's benefits.

PAYROLL DEDUCTIONS

Amounts withheld from employees' earnings by the employer for social security, Federal income taxes, and other governmental levies; also may include union dues, group insurance premiums, and other authorized wage assignments.

PAYROLL PERIOD

Frequency with which worker's wages are calculated and paid, usually weekly, biweekly, or semimonthly.

PICKETING

Patrolling near employer's place of business by union members (pickets) to publicize the existence of a labor dispute, persuade workers to join the union or the strike, discourage customers from buying or using employer's goods or service, etc.

RATIFICATION

Formal approval of a newly negotiated agreement by vote of the union members affected.

RECALL

Process of bringing laid-off employees back to work, usually based on the same principles that governed order of layoff, e.g., last worker laid off is first to be recalled.

RETIREMENT

Withdrawal from working life or from a particular employment because of old age, disability, etc., with an income. *Normal retirement* is retirement for age, usually at age 65 or later.

SENIORITY

Term used to designate an employee's status relative to other employees, as in determining order of promotion, layoff, vacations, etc. *Straight seniority*—seniority acquired solely through length of service. *Qualified seniority*—other factors such as ability considered with length of service.

SHIFT (TOUR OF DUTY, STINT, TRICK, TURN)

Term applied to the daily working schedule of a plant or its employees. *Day shift*—usually the daylight hours; *evening shift*—work schedule ending at or near midnight; *night (graveyard) shift*—work schedule starting at or near midnight. *Fixed shift*—scheduled hours remain the same, week after week. *Rotating shift*—practice whereby crews change their hours at periodic intervals. *Split shift*—daily work schedule divided into two parts or more. *Swing shift*—the fourth or rotating shift used on continuous 7-day or "round-the-clock" operations.

SHOP RULES (WORKING RULES)

Either regulations established by an employer dealing with day-to-day conduct in the plant—operations, safety, hygiene, records, etc.—or working rules set forth in collective bargaining agreements and in some union constitutions.

SICK LEAVE

Period of time during which a worker may be absent without loss of job or seniority if unable to work because of illness or accident. A *paid sick leave plan* provides for full or partial pay for such absence, usually up to a stipulated maximum.

STRIKE (WILDCAT, OUTLAW, QUICKIE, SLOWDOWN, SYMPATHY, SITDOWN, GENERAL)

Temporary stoppage of work by a group of employees (not necessarily members of a union) to express a grievance, enforce a demand for changes in the conditions of employment, obtain recognition, or resolve a dispute with management. *Wildcat or outlaw strike*—a strike not sanctioned by union and one which violates agreement. *Quickie strike*—a spontaneous or unannounced strike. *Slowdown*—a deliberate reduction of output without an actual strike in order to force concession from employer. *Sympathy strike*—strike of workers not directly involved in a dispute, but who wish to demonstrate worker solidarity or bring additional pressure upon company involved. *Sitdown strike*—strike during which workers stay inside the plant or workplace, but refuse to work or allow others to do so. *General strike*—strike involving all organized workers in a community or country (rare in the United States). *Walkout*—same as strike.

STRIKEBREAKER (SCAB, FINK)

Worker or person on hire who accepts employment or continues to work in a plant where an authorized strike is in process, filling the job of a striker and knowingly assisting in defeating the strike.

STRIKE DEADLINE

Time set by the union for beginning a strike if a satisfactory settlement is not reached. Typically, this is at midnight of the last day of the contract term or the start of the next day's first shift.

STRIKE NOTICE

Formal notice of an intention to strike, presented by the union to the employer, or to the appropriate Federal Government agency, e.g., the Federal Mediation and Conciliation Service.

STRIKE VOTE

Vote conducted among members of a union to determine whether or not a strike should be called.

TIME AND ONE-HALF

Premium rate consisting of one and one-half times the employee's regular rate. For example, if worker's regular rate is $3 an hour, an hour's work at time and one-half would yield $4.50, of which $1.50 is the premium.

UNEMPLOYMENT INSURANCE (UNEMPLOYMENT COMPENSATION)

Joint Federal-State program, established in 1935 under the Social Security Act and subject to the standards set forth in the Federal Unemployment Tax Act, under which State-administered funds obtained through payroll taxes provide payments to eligible unemployed persons for specified periods of time. Levels of benefits and tax rates are established by each State. Generally excluded groups include, among others, railroad workers (covered by Railroad Unemployment Insurance Act), agricultural workers, State and municipal employees, and workers in nonprofit institutions. The Federal part of the program is administered by the U.S. Department of Labor.

UNFAIR LABOR PRACTICE

Action by either an employer or union which violates the provisions of National or State labor relations acts, such as refusal to bargain in good faith. *Unfair labor practice strike*—a strike caused, at least in part, by an employer's unfair labor practice.

UNION (TRADE UNION, LABOR UNION, LABOR ORGANIZATION)

Any organization in which workers participate as members, which exists for the purpose of dealing with employers concerning grievances, wages, hours, and conditions of employment. Unions are voluntary organizations and need no license from the government to operate. Unions may incorporate if they wish.

UNION DUES

Fee paid periodically, usually monthly, by members of a union, typically as a condition of continued membership. Each union sets its own dues requirements.

UNION MEMBER

A union member may be defined in broad terms as a worker who has met the union's qualifications for membership, has joined the union, and has maintained his membership rights. Each union usually determines its own qualifications. In general, *dues-paying members* are those who pay dues to the union on a regular basis. *Members in good standing* include dues-paying members and members exempted for various reasons (unemployed, on strike, ill, etc.) but still carried on the union rolls as full-fledged members. *Book members* are those listed on the union rolls, dues-paying or not.

UNION RATE (SCALE)

Minimum rate (hourly or weekly) paid to qualified workers in a specific occupation or trade under the terms of a union agreement.

UNION RECOGNITION

Employer acceptance of a union as the representative of his employees, the first step in the establishment of a collective bargaining relationship.

UNION SECURITY

Protection of a union's status in the collective bargaining agreement.

UPGRADING

Process of raising the pay level of a job relative to other jobs or of advancing workers to jobs with higher skills and rates of pay.

WASHINGTON JOB PROTECTION AGREEMENT

Negotiated in railroad industry in 1936, and still in effect, this plan provides displacement and severance allowances to employees required to accept a new position or separated from employment because of unification, consolidation, merger, or pooling of separate facilities, operations, or services.

WELFARE PLAN (EMPLOYEE-BENEFIT PLAN)

General term usually covering health and insurance plans and other types of employee-benefit plans. The Welfare and Pension Plans Disclosure Act specifically defines welfare plans for purposes of compliance, but the term is often used loosely outside of law.

WORK STOPPAGE

A temporary halt to work, initiated by workers or employer, in the form of a strike or lockout. This term was adopted by the Bureau of Labor Statistics to replace "strikes and lockouts." In aggregate figures, "work stoppages" usually means "strikes and lockouts, if any," as applied to a single stoppage, it usually means strike *or* lockout unless it is clear that it can only be one.

WORKWEEK

Usually, the expected or actual period of employment for the week, generally expressed in number of hours. Some uses of the term may relate to the outside dimensions of a week (e.g., 7 consecutive days).